



Atlantic Centre of Excellence Multi Academy Trust

CHARGING AND REMISSIONS POLICY

Date Adopted:	26 February 2018
Date to be Reviewed:	Spring Term 2020

This policy is drawn up in accordance with the requirements of section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002.

1) There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The Academy is required to produce a policy on charging and remissions.

2) Responsibilities

Each LAB is accountable for the provision of the Charging and Remission Policy within their schools. The Headteacher is responsible for the operational management and implementation of the Charging and Remissions Policy. In addition, the Headteacher has the authority to consider special circumstances. The Assistant Head Teachers are responsible for supporting the Headteacher in the application and management of this

policy. All staff, including non-teaching staff, have a responsibility to have a working knowledge of this policy, and to ensure that all working practices are compliant.

3) Optional visits wholly or mainly outside school hours

It is the intention of the Academy to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfill statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs, where a separate contract is issued.

4) Visits wholly or mainly during school hours

It is the intention of the Academy to invite voluntary contributions towards the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

The effect of the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution may lead to certain visits becoming unviable. Adequate notice will be given if a visit is cancelled.

5) Free School Meals Statement

It is our intention to support families in financial hardship as much as we possibly can. Although the government now provides universal free school meals for children in Key Stage One, those on low incomes still need to register with the school. We would encourage all parents/carers in such circumstances to speak to the school office and register for Free School Meals. This not only allows the family concerned to benefit from the subsidies for school visits, as set out below; it also allows the school to apply for additional 'Pupil Premium' funding to support disadvantaged children.

6) School Clubs

The Academy wishes to offer as many after-school clubs and enrichment activities as possible. We hope to offer a range of clubs, using school facilities and staff and parents, which are free of charge. Where external providers are needed to meet demand not met by school staff and parents, we will organize these activities on the basis that these would be chargeable at cost. Subsidies for children in receipt of Free School Meals will be available on request.

7) Board and lodging charges on residential visits

It is the intention of the Academy to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the

syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Where the parents are in receipt of:

- Income Support
- Jobseeker's Allowance (income based)
- Employment and Support Allowance (income related)
- support under Part VI of the Immigration and Asylum Act 1999
- guaranteed element of State Pension Credit
- Child Tax Credit (but only when the recipient does not also receive Working Tax Credit and has an annual income of less than £16,190)
- Working Tax Credit run-on
- Universal Credit

the board and lodging charges must be remitted, and this cost will have to be met from within the Academy's funds, ie for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities). An academy may wish to ask those parents and carers in receipt of the benefits listed above if they would want to make a voluntary contribution to the cost of the trip although no parent should be made to feel compelled to contribute and no set amount should be requested.

The costs of transport, insurance, admission charges, etc incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place.

The effect of the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution to expenses other than for board and lodging may lead to certain visits becoming unviable unless the governors set aside monies to cover the deficit.

8) Individual tuition in the playing of a music instrument

Music tuition by a teacher employed by the Academy during school hours will not incur charges. Parents are required to meet the cost of all other music tuition, including sheet music and the rental of equipment where the tuition is provided at the request of the pupils parent.

The Charges for Music Tuition (England) regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

9) Charges for ingredients, materials and equipment

Schools must be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, can be encouraged to do so on a voluntary basis. The Academy may charge for, or invite parents to

supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

From time to time children make things in lessons e.g. D.T. which they will eventually take home. The school may charge a nominal amount to contribute towards the cost of the materials.

10) Damage to school property

If children have damaged / destroyed or lost school property e.g. reading books or electronic equipment, parents/carers may be asked to pay for its replacement.

11) Recovery of unpaid charges

Sums payable by parents for wasted examination fees, for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts.

12) School Meals Debt

The Academy has a zero tolerance policy towards school meal debts. Parents will be asked to provide a packed lunch or take the child home for lunch until school meals debt is settled.

Please refer to the School Meals Debt policy for more detail.

Definitions

The most important definition concerns whether an activity takes places within, or out of, school hours.

If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.