



**Alveley Primary School
Member of the Bridgnorth Area Schools' Trust
Charging and Remissions Policy**

FREQUENCY OF REVIEW:	Every two years (unless there is a material change)
RATIFICATION:	October 2017
DATE OF NEXT REVIEW:	September 2019
AUTHOR:	Board of Trustees

1. Introduction

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents or guardians.

The Board of Trustees are responsible for determining the content of the policy and the Headteacher, Deputy Headteacher or Trust Director of Finance and Business for its implementation. Any determinations with respect to individual parents or guardians will be considered jointly by the, Headteacher and (Deputy Head teacher or Trust Director of Finance and Business).

2. Prohibition of Charges

The Board of Trustees recognises that the legislation prohibits charges for the following:

- a) Education provided during academy hours (including the supply of any materials, books, or any other equipment)
- b) Education provided outside academy hours if it is part of the Curriculum, or part of RE
- c) Tuition for pupils to learn to play musical instruments if the tuition is required as part of the Curriculum
- d) Education provided on any trip that takes place during academy hours
- e) Education provided on any trip that takes place outside academy hours if it is part of the Curriculum
- f) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- g) Transporting registered pupils to and from the academy premises, where the LA has a statutory obligation to provide transport
- h) Transporting registered pupils to other premises where the Academies or LA has arranged for the pupils to be educated
- i) Transport provided in connection with an educational trip
- j) Music tuition outside of the national curriculum for a pupil who is looked after by a local authority

3. Charges

Each school within the Trust reserves the right to charge for:

- a) Board and lodging on residential visits (not to exceed the costs)
- b) The proportionate costs for an individual child of activities wholly or mainly outside the school day, to meet the costs for:
 - i. Travel
 - ii. Materials and equipment
 - iii. Non-teaching staff costs
 - iv. Entrance fees
 - v. Insurance costs
- c) Individual or group tuition in playing a musical instrument or vocal tuition (charges may only be made if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.)
- d) Any other education or transport fee unless charges are specifically prohibited
- e) Extra-curricular activities and school clubs
- f) A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination
- g) A charge will be levied in respect of examination entries for pupils where
 - i. The school has prepared the pupil for the examination and
 - ii. It considers that for educational reasons the pupil should not be entered and
 - iii. The pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

- h) A charge may be levied for pupils re-sitting an examination.

- i) A charge will be levied where a pupil fails without good reason (for example, due to illness) to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- j) The charge levied in (g – i) above will be the cost of the examination entry, plus any applicable centre
- k) education provided outside of school time that is not:
 - i. part of the national curriculum;
 - ii. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - iii. Part of religious education.
- l) transport (other than transport that is required to take the pupil to academy or to other premises where the local authority/school have arranged for the pupil to be provided with education);
- m) If a pupil is prepared for an examination outside school hours that is not set out in regulations (the full list of which is available from the relevant school), a charge will be levied for tuition and other costs.
- n) board and lodging for a pupil on a residential visit;
- o) Extended day services offered to pupils (for example breakfast club, after-school clubs, and supervised homework sessions).
- p) For all other activities outside school hours, a charge up to the cost of the activity will be levied.
- q) A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher, Deputy Headteacher or Trust Director of Finance and Business may decide.
- r) A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher, Deputy Head teacher or Trust Director of Finance and Business may decide.

4. Remissions

Children whose parents are in receipt of the following support payments will, in addition to having free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income support
- b) Universal Credit in prescribed circumstances
- c) Income based Job Seekers Allowance
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) Child and Tax Credit, provided that Working Tax Credit is also not received and the family's income (as assessed by Her Majesty's Revenue and Customs)
- f) The guarantee element of the State Pension Credit

The Headteacher, Deputy Headteacher or Trust Director of Finance and Business may decide not to levy full or part charges in respect of a particular activity or pupil, if they feel it is reasonable in the circumstances.

Individual applications must be made on each occasion for which remission of all or a part of a charge is requested to the Headteacher. Any student or parent/guardian seeking remission in respect of a charge will be expected to provide the Headteacher with details of his/her personal circumstances.

Sixth form students will be charged for all re-sits of examinations. Students eligible for the 16-19 Bursary funding may use this to offset these charges.

No individual student will be prevented by financial hardship from participating in an event that is considered to be essential to his/her programme of study. The Headteacher will give consideration to individual hardship cases not contained within the exemptions above.

5. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the academy, the academy may request or invite parents/guardians to make a voluntary contribution that will not exceed the cost or proportional cost per pupil for the activity for the following:

- a) Educational visits that take place outside school hours
 - b) Any activity which takes place during school hours provided charging is not specifically forbidden
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- a) travel;
 - b) entrance fees;
 - c) insurance costs and
 - d) ad hoc costs incurred due to the nature of the event.

The terms of any request to parents/guardians will specify that the request for a voluntary contribution is not a charge. In addition the following will be made clear to parents/guardians:

- a) That the contribution is truly voluntary and a parent/guardians are under no obligation to pay
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request for a voluntary contribution

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher, Deputy Headteacher or Trust Director of Finance and Business.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

6. Letting of Trust Premise and Facilities

The Board of Trustees are committed to promoting the resources and services available within the Trust's properties. Any organisation may apply to hire the Trust facilities but certain restrictions will apply. The suitability of each booking will be considered and acceptance of bookings will be entirely at the discretion of the Headteacher or Trust Director of Finance and Business. The school's requirements will always be given precedence.

7. Refunds

Where a charge has been levied for an educational visit or activity and the student cancels this place, no refund will be repayable to the parent or student if the school has incurred a cost, e.g. paid this to the travel company. An exception to this is a medical condition preventing the student from attending the educational visit or activity and a full refund will be repayable on presentation of an appropriate medical certificate.

If no cost has been incurred by the school, a proportion of the funds paid may be returned to the parent or student after the non-refundable deposit has been deducted. A cancellation charge may also be made at the discretion of the school.

8. Monitoring, Evaluation and Review

The Board of Trustees will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.

9. Definitions

Extended school provision - provision of activities outside the standard school day where it is optional as to whether the student attends.

External Lettings - letting to an organisation other than the school.

Remission - where a charge is not payable, either in full or in part.

The Charging and Remissions Policy adopted by the Board of Bridgnorth Area Schools' Trust

Signed _____
Chair of Trust Board

Dated _____

Signed _____
Executive Headteacher

Dated _____