



CHARGING AND REMISSIONS POLICY

Approved by:	Full Trust Board Meeting	Date: 7 February 2019
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INTRODUCTION

The 1988 Education Reform Act requires Academy Trusts to adopt a policy on charging and remission arrangements for academy related activities. The Trust wishes to provide all students with the best possible education within the funds allocated by the Education Funding Authority.

The law clearly states that education during normal school hours will be free of any compulsory charge. However it also states that exemptions exist and charges may be made in defined circumstances and situations arise when the Academy can ask for a voluntary contribution. The Academy will try to keep financial contributions to a reasonable minimum and as far as possible ensure all children can take part in activities, irrespective of their circumstances

The Board of Trustees of Gatehouse Green Learning Trust (GGLT) has established this policy covering all of its Academies as set out below:



POLICY STATEMENT

1. Activities that take place during school hours (but excluding the mid-day break)

No Charge will be made for books, materials, instruments, equipment or transport provided:

- i) It is a requirement of the National Curriculum
- ii) For Statutory religious education
- iii) For a prescribed public examination prepared by the school

Parents/carers may be expected to pay for:

- i) Individual music tuition and the hiring of musical instruments, except:
 - a) to fulfil any mandatory requirement specified in the syllabus for a prescribed public examination; or
 - b) Specifically to fulfil statutory duties relating to the National Curriculum.
- ii) The cost of transport direct from home to an activity sanctioned, though not provided by the Academy, such as work experience.
- iii) The cost of books, ingredients or materials if parents/carers have indicated in advance that they wish to own the finished product or item.
- iv) Board and lodging on residential educational trips.
- v) Non residential trips.
- vi) Lost or destroyed school property and breakages.
- vii) Voluntary optional extras outside of school hours (or partly outside of school hours).
- viii) Provision of school locker.

Charges will be applied for public examinations in the following circumstances:

- i) Entering a student for a public examination that is not prescribed in regulations and for preparing a student for such an examination out of school hours.
- ii) Entering a student for a public examination against the wishes of the school.
- iii) Review of Marking an examination paper when the re-mark is requested by the parent/carer or student.
- iv) Re-sits of public examinations where no further preparation has been provided by the school.
- v) The student fails, without good reason, to meet an examination requirement.

In all cases where a permitted charge is made parents will be informed of the charge in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred. In some circumstances a 5% administration charge may be applied to the overall cost.

2. Activities that take place outside school hours (or partly outside of school hours)

Charges may be made for 'Optional Extras' defined as:-

- i) falling wholly or mainly outside of school hours
- ii) board and lodging for a residential visit
- iii) activities not provided:
 - a) to fulfil any requirements specified in the syllabus for a prescribed examination; or
 - b) specifically to fulfil statutory duties relating to the National Curriculum; or
 - c) specifically to fulfil statutory duties relating to religious education;

providing participation on the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided by the number of students participating. There will be no element of subsidy required for students wishing to participate but unwilling or unable to pay the full charge.

The charges may include an element for:-

- a) a student's travel cost;
- b) a student's board and lodging costs
- c) materials, books, instruments and other equipment provided in connection with optional extra;
- d) non-teaching staff costs;
- e) entrance fees to museums, castles, theatres, etc.,
- f) insurance costs;
- g) teaching staff, including supply teachers, engaged specifically for providing the optional extra and supplying such staff with travel, board and lodgings, providing that if they are employed by GGLT, they are:
 - i) employed to provide individual music tuition; or
 - ii) engaged on a separate contract for services to provide the optional extra

3. Remissions and Concessions Policy

The Headteacher of each GGLT Academy will consider (on application) remission of charges to students whose parents/carers receive financial assistance and can provide one of the documents mentioned below.

- Income support
- Income based job-seekers allowance
- Universal Tax Credit
- Child tax credit (where the person is not receiving Working tax credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of the State Pension Credit
- Income related employment and support allowance
- Or any other extreme hardship deemed appropriate by the Headteacher.

Children of families in receipt of these payments are also entitled to free academy meals.

In addition, the Academy will consider sympathetically requests from parents not meeting this criteria who may not be able to access an activity without support. Assistance may be provided in the form of discounted charge or phased contributions. This will be determined by the Headteacher at each school.

Parents who are eligible for the remission or concession of charges will be dealt with confidentially.

4. Voluntary Contributions

An Academy may seek voluntary contributions from parents/carers for some school activities either inside or outside school time. The level of voluntary contribution will not be set with the intention of exceeding the actual cost per student.

When such a request is made, the Academy will make clear by letter that:-

- i) such contributions are genuinely voluntary;
- ii) students will not be treated differently according to whether parents/carers have or have not made a contribution;
- iii) parents/carers are informed of the level of contribution and whether the activity could take place if parents/carers were reluctant to support it.
- iv) the activity may not be able to proceed without voluntary funding

There is no obligation for a parent / career to make any contribution and the academy will no way pressure parents to make a contribution. If the activity is cancelled all monies paid will be returned to parents.

5. Refunds

With the exception outlined in 4. Above, all refunds for any other reason will be at the discretion of the Headteacher at each school.

6. Other Charges

Some optional items of equipment may on occasion be offered for sale by the Academy, eg, calculators, revision guides, additional PE kit etc.

Photocopying/ printing not required by a member of staff may also be charged for.

7. Extended Services

In school's that operate a breakfast or after school club parents may be charged a daily rate for their children to attend.