



# Charging and Remissions Policy

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## Mission Statement

Creating an environment where children thrive and knowledge matters.

### 1. Introduction

All pupils at academies operated and managed by Turner Schools (the "Trust") have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) regardless of their parents' financial means. This charging and remissions policy describes the circumstances in which charges will be levied and how Morehall Primary (the "academy") will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. This policy has been informed by the Governance Handbook 2015 and the latest DfE Guidance: "Charging for School Activities" (October 2014).

This policy should be read in conjunction with the Academy's Equality and Diversity Policy and the SEND Policy. The Academy has a duty under the Equality Act 2010 to make reasonable adjustments for disabled pupils to avoid the disadvantage caused by a pupil's disability. The cost of an adjustment is a factor in determining whether that adjustment is reasonable. The cost of any adjustments that are deemed reasonable will not be charged to parents.

### 2. No charges will be made for:

- admissions;
- education provided during school hours (including the supply of any materials, books or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus;
- for a prescribed public examination that the pupil is being prepared for at the Academy;
- education provided on any trip if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, (a voluntary contribution may however be requested to help towards the cost of travel and/or other expenses associated with the event or trip – see section 6 of this policy);

- school meals for children who are entitled to free school meals or infant free school meals; an optional breakfast club is provided free for all pupils
- After school clubs and lunch time clubs that are offered free by the Academy

### 3. Charges will be made for:

- Uniform items. If the Academy buys any uniform items these will be sold at cost to parents/carers on demand and where stocks are available
- books and materials that the parent wishes the child to keep (the cost will be made clear to parents before any charge);
- non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours);
- costs for residential activities such as board and lodging during school time. However, pupils whose parents are in receipt of certain benefits (see section 10 below) may not be charged for board and lodging costs;
- dinner money for pupils not on free school meals. [The cost of such meals will be set by the Trust and shall be payable weekly] using the Parent Pay system;
- Parents who fail to provide their child's dinner money will be contacted and requested to provide a packed lunch until the debt is paid.
- wilful damage by a child or parent to school or third party property/equipment;
- school photographs. [A photographer will visit the Academy annually and parents will be sent proofs of the photographs of their child which they can purchase if they wish; there is no obligation to buy];
- After School clubs/lunch time which carry a charge – parents will be made clear of any costs relating to After School or Lunch time Clubs before they sign their child (ren) up.
- music or vocal tuition (other than tuition listed in section 1d) above; see section 9 below for more information);
- examination fees where a student fails, without good reason, to meet any examination requirement for a syllabus; and optional extras (see section 6 below).

### 4. Charging and Remissions Procedures

4.1 Staff organising a trip, visit, club or activity will notify parents in advance of any likely costs. This will be done by letter or similar electronic means of communication, with a reply slip (or equivalent) for parents to accept the proposed costs. The letter will contain details of remission arrangements as set out in this Charging and Remissions Policy.



4.2 The organising member of staff, in agreement with the school's Business Manager, will set out the arrangements for collection of costs to parents.

4.3 The organising member of staff will agree the process for the collection of monies with the school's Business Manager.

4.4 Collection of unpaid or late monies will be the responsibility of the school's Business Manager/Finance Department.

4.5 The school's Business Manager/Finance Department will keep accounts of all trips, visits, clubs or activities.

## 5. Insurance

Any insurance costs will be included in charges made for trips and activities.

## 6. Optional Extras

In addition to the charges that may be made in section 3 above, the Academy may charge for some optional activities.

These include:

- education provided outside of school time that is not:
  - part of the National Curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy; or part of religious education;
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the Academy;
- transport that is not taking the pupil to the Academy or to other premises where the Academy has arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit;
- theatre company visits to the Academy;
- travelling expenses to the pool for swimming lessons outside of the normal curriculum requirements;
- optional sports clubs where a fee is payable to a sports coach or company running the group;
- the cost of day trips other than those set out in section 1 above;
- individual or group music tuition;

## 7. Cost of Optional Extras

The Principal will decide when it is necessary to charge for optional activities. When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In addition, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate e.g. for the cost of any supply teachers to replace teachers on any residential trip.
- Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The Academy will seek the agreement of parents before organising the provision of an optional extra where charges will be made. The Academy has the right to cancel an activity or visit if insufficient voluntary contributions are made.

## 8. Voluntary Contributions

- There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.
- There is no obligation for a parent to make any contribution and the Academy will in no way pressure parents to make a contribution.

## 9. Music Tuition

- Charges for music tuition will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

- The Academy may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument but will not exceed the cost of the provision.
- The Academy will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. [This includes instruments, music books and exam fees.]

#### 10. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Academy will offer some activities and visits at a reduced charge to parents in particular circumstances. Families who need assistance with charges must first speak to the Principal who will authorise any remissions. Any discussions or decisions made will be confidential. The circumstances in which charges will be waived are as follows:

- The full cost of board and lodging on residential visits outside school time which are covered by the following criteria:
  - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
  - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002.
- A proportion of the costs associated with individual tuition of the playing of a musical instrument, whether in or out of academy hours

Criteria for qualification for remission are given to parents in receipt of:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit
- the guaranteed element of State Pension Credit;
- Income related employment and support allowance; and
- Universal credit in prescribed circumstances.

#### 11. General Remission

- The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. There may be occasions where two or three students receive additional music



lessons together at a reduced cost.

## 12. Looked After Children

- No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989)

## 13. Further assistance

Where possible, the Academy will assist parents by:

- publishing a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead;
- establishing a system for parents to pay in instalments;
- arranging a system so that parents can pay in instalments beyond the date of a trip, where such trip is organised at short notice;
- avoiding offering opportunities on a “first pay, first served” basis as the Academy recognises that this potentially discriminates against pupils from families on lower incomes.

## 14. Refunds

If the Academy has over-charged or there are any amendments to the cost of a trip/event, the Academy will reimburse parents. Parents will be informed from the out-set in writing if any deposits paid for extra-curricular school trips are non-refundable.

## 15. Review

The CEO will monitor the impact of this policy by receiving a [termly] financial report from the Academy on those activities that resulted in charges being levied, the subsidies awarded and the source of those subsidies. The CEO will evaluate the impact of the extended services on those pupils most in need of additional support.