

CHARGING AND REMISSIONS POLICY

DOCUMENT CONTROL

Author/Contact	Carly Johnson Tel 01622 743152 Email: carly.johnson@futureschoolstrust.com	
Document Reference	NLL & CWS Charging and Remissions Policy	
Version	06	
Status	Approved	
Publication Date	November 2016	
Related Policies	Lettings Policy	
Review Date	November 2018	
Approved/Ratified by	Full Governing Body	Date: 05 December 2016
Distribution: Please note that the version of this document contained within the VLE is the only version that is maintained. Any printed copies should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.		

Version	Date	Comments	Author
01	November 2007		D Medes
02	February 2010		D Medes
03	May 2011		L Burgess
04	July 2012		L Burgess
05	November 2015		N Charbonnel
06	November 2016		C Johnson

Review Process Prior to Ratification:

Name of Committee	Date
Resources Committee	29 November 2016

1. Purpose:

Under the terms of the Education Act 1996, and the amendment to section 200 of the Education Act 2002 dated 6 April 2003, the governing body of Future Schools Trust must have a policy on charging students to participate in school activities. By law, children may not be charged for activities that take place during the school day. Parents may be asked for voluntary contributions, but if they do not pay their child cannot be prevented from participating, should the activity go ahead. In any request for voluntary payments, it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution; and
- Students will not be treated differently according to whether or not their parents have made a contribution.

2. Scope:

The Educational Visits Co-ordinator (EVC) is responsible for ensuring compliance of Future Schools Trust Policies and Procedures relating to trips and visits. This procedure applies to all staff.

Procedure:

- Admissions – No charge shall be made in respect of admission unless it is for the purpose of:
 - Part time education for persons over compulsory school age
 - Full time education for persons aged 19 or over; or
 - Teacher training
- Provision of Education – No charge shall be made in relation to the education of registered students where education is provided during school hours. Where education is provided outside of school hours, no charge shall be made provided it is required as part of the syllabus for a prescribed public examination or part of the National Curriculum. Charges may be made to persons who are not registered students at either Academy for education provided or for facilities used by them.
- Musical Instrument Tuition – Charges may be made for practical instrumental lessons held during the school day which are provided individually or to a group of not more than four students, unless they are required under the syllabus.
- Practical Subjects – In practical subjects, so that students may experience a wide range of activities and develop essential basic skills, a number of items will be made either to take home and keep or consume on the premises.
- Examinations – No charge shall be made in respect of the entry of a registered pupil at either Academy for a prescribed public exam for which the student has been prepared unless the student fails without good reason to meet any examination requirement for that syllabus. If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. There

may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academies. Students of compulsory school age will not be charged for re-sits but other students may be charged dependent on circumstances and the approval of the Academy Headteacher.

- Incidental Charges – No charges shall be made in respect of the supply of any materials, books, instruments, or other equipment (not including clothing) provided for the provision of education. However, exam packs and revision guides are charged for as optional items.
- Visits during the school day – Parents cannot be asked for a compulsory payment for any curriculum visit that is taking place during a normal “school” day. Voluntary payments (including full staff costs) can be requested, but if the visit proceeds, students wishing to go but whose parents are not prepared to pay, must be allowed to attend. They cannot be subsidised by other parents. This will likely mean that insufficient funds will be available of the member of staff involved will seek additional funding from the Academy Headteacher. If this is not possible, the trip must be cancelled.
- Optional extra visits out of school time or as part of extra-curricular activity – These are visits where at least half the time for the trip is outside of scheduled lesson time. Scheduled lesson time does not include breaks, tutor time, or study time. In this instance, parents can be asked to meet the full cost of the trip. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. This compulsory payment cannot include:
 - Subsidising students unable to pay
 - Staff costs.
- Residential visits including study visits abroad – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. As an optional trip, the cost of board and lodging for the student can be passed on to parents. The cost of staff accommodation, insurance and transport must be obtained by voluntary payments if the trip is to go ahead. The cost for board and lodgings will not be passed onto parents/guardians that can demonstrate they are in receipt of the following benefits:
 - Universal Credit in prescribed circumstances;
 - Income Support (IS);
 - Income Based Jobseekers Allowance (IBJSA);
 - support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by Her Majesty’s Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
 - the guarantee element of State Pension Credit;
 - an income related employment and support allowance that was introduced on 27 October 2008.
- Recovery of sums payable by parents – Any sums payable by parents – for wasted examination fees, for optional extras to which they have agreed, or for board and lodging, are recoverable as a civil debt.

- Breakages and fines – A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge will 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 a lower cost may be set at the decision of the Headteacher.
- Transport – Where a student makes use of transport not provided by the Academy to travel direct from home to an activity sanctioned, though not provided, by the LA or the Academy, then parents will be expected to meet the costs of such travel.
- Lettings The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is covered under a separate Lettings Policy.
- The Academy and Governors are sympathetic to families who are unable to afford the cost of additional activities and/or extra-curricular activities. Letters sent out when a charge is made (e.g. for a trip) will include a statement that arrangements may be available to support parents / families who find themselves financially challenged by these charges. The Finance Director is nominated to be the first point of contact for requests of assistance.
- All charges for income of any nature must be made through the Finance Department, usually the Voluntary Fund. Likewise, all monies received for such income must be directed to the Finance Department. In the event that the cost of a trip or activity is less than charged out for and the surplus amounts to more than five pounds per pupil then refunds will be arranged.