

Charging and Remissions Policy

Version	1.0
Approving Body	Trust Board
Date ratified	2015
Date issued	2015
Review date	2018
Owner	Trust Business Director
Applies to	All Trust Schools, all Trust staff

Version	Date	Reason
1.0	2015	To establish a Trust wide policy Prepared by Sarah Taylor, Trust Solicitor

Principles

No child's education should be in anyway compromised by the ability of their parents or carers to pay.

In some cases Pupil Premium may be used to support those pupils who are at risk of a disadvantage experience due their financial circumstance.

The Education Act 1996 establishes the basic principle that the education provided by any maintained school/academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school/academy admission charge and no charge for any related activity which takes place during school/academy time. Exceptions to this general statement are as follows.

Individual tuition in playing a musical instrument may be charged for provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.

Where pupils are asked to bring in or to contribute to the cost of materials for a particular lesson, for example Food Tech, they will be invited to take the finished product home with them.

For all residential visits deemed to be within academy hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made. The Headteacher¹ may make an exception for families in receipt of family credit or income support and suffering financial hardship.

Optional visits or activities occurring outside of academy hours may be charged for in full.

Within the Education Act it is possible for schools/academies to ask for voluntary contributions from parents in certain circumstances. Within the Trust:

- voluntary contributions may be invited from parents towards the cost of the school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest;
- parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher who will treat any such approach in strictest confidence;
- school visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the academy curriculum; and
- if insufficient voluntary contributions are received and the trip is considered to not be financially viable by the Headteacher, then it will be cancelled and any monies received will be returned.

Within the school's home-school agreement compulsory charges may be made by the academy for:

- replacement of broken, defaced or damaged school property, including damage to the building or fittings, or any other damage or loss occurring as a result of pupils' bad behaviour. The school may recover this loss and resultant costs as a civil debt; and
- unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt.

¹ Throughout the document Headteacher also refers to Head of School