



ABOUT THIS DOCUMENT:

Purpose

The purpose of this policy is to ensure that families, staff, governors and trustees are aware how the school will enable all students to access school activities and the process for charging that may occur to enable these to happen.

COMPILED BY

Kevin Latham February 2018

Agreed by Directors – March 2018

SIGNED

DATE

Review Date – September 2018

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Creating Tomorrow Multi Academy Trust

Draft Charging and Remissions Policy

1. Rationale:

Creating Tomorrow Multi Academy Trust Board of Directors recognise the valuable contribution that the wide ranges of additional activities, including trips, clubs and residential experiences can make towards students' education. The Local Governing Bodies of the schools aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of each academy and as additional optional activities.

2. Context

The law states that education provided during school hours must be free of charge. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in school hours by each school. No student may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

3. Aims

To make school activities accessible to students regardless of family income.

To provide a process which allows activities to take place at a minimum cost to parents/carers, students and each school and which acknowledges the cost of such activities to each schools' budget.

4. Charges

Each school's Local Governing Body reserves the right to make a charge in the following circumstances for activities organized by their school:

Residential activities taking place largely during Academy hours.

The full cost is to be paid for board and lodging. Parents/carers have the right to claim 50% off the costs if they are in receipt of the following state benefits:

- Income Support
- Income based job seekers allowance
- Support under Section VI of the Immigration and Asylum Act 1996 Working Tax Credit and an annual income that does not exceed the published Inland Revenue threshold.

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Activities outside Academy hours.

The full cost to be paid for all approved activities deemed to be optional extras that are not a necessary part of each school's curriculum.

Individual Instrumental Tuition

The full cost to be paid for providing any instrumental tuition, or examinations entered into, that is not an essential part of each school's curriculum or examination syllabus.

5. Examinations

There will be no charge to parents/carers for entry to external examinations, unless they wish to alter each school's recommendations. Entry fees may be claimed from parents/carers of pupils who fail to complete examination requirements.

Examination re-sits:

Where a school judges it to be beneficial to the educational progress of students to re-sit examinations, the school will fund the entry fees. In cases where students are entered to re-sit examinations at the request of parents/carers, despite the school's view that the re-sit will not be beneficial, parents/carers will fund the entry fees.

6. Remissions

There will be no obligation for any parent to make a voluntary contribution towards the cost of Academy activities. Students will not be treated differently whether or not their parents/carers have made a contribution.

Parents/carers who are in receipt of the following benefits may be asked to contribute 50% if their child is in receipt of the Pupil Premium Grant or they receive one of the following state benefits:

- Income Support
- Income based job seekers allowance
- Support under Section VI of the Immigration and Asylum Act 1996 Working Tax Credit and an annual income that does not exceed the published Inland Revenue threshold.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship.

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When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorization for such remission.

7. Voluntary Contributions

Voluntary contributions may be requested from parents/carers to cover the cost of the activities such as:

- Ingredients or other materials, required for use in the curriculum, which will be taken home when work with them has been completed.
- Entrance fees to places visited as part of the curriculum, and any associated travel costs.
- Additional clothing required for specific curriculum activities.

8. General

The Local Governing Bodies may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in school time.

Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying student will be excluded on the grounds of voluntary contributions.