

Charges and Remissions Policy

September 2021

This policy applies only to Pre-16 New Collaborative Learning Trust institutions.

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1.0 Purpose of Policy

- 1.1 We believe that all our pupils should have an equal opportunity to benefit from Academy activities and visits (curricular and extracurricular) independent of their parents/carer's financial means, in line with our charitable objectives. This charging and remissions policy describes how we 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.

2.0 Relationship to Other Policies

- 2.1 The policy compliments the Academy's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy.

3.0 Roles and Responsibilities of Headteacher, Other Staff and Trustees

- 3.1 The Headteacher, staff and trustees will ensure that the following applies:

1) No charges will be made for:

- Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment), although projects may ask for voluntary contributions e.g. Design & Technology / Art.
- Education provided outside Academy 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, or part of the Academy's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during Academy hours. However, Trustees have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside Academy hours if it is part of the National Curriculum or part of the Academy's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from Academy accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Trustees have agreed that Voluntary Contributions may be requested.

2) Activities for which charges may be made:

- Activities outside Academy hours – Non-residential activities (other than those listed in 1 above), which take place outside Academy hours, but only if the majority of the time spent on that activity takes place outside Academy hours (time spent on travel counts in this calculation if the travel itself occurs during Academy hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during Academy time. However, pupils whose parents/carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

- Residential trips deemed to take place outside Academy time (other than for those activities listed in 1 above). When any trip is arranged parents/carers will be notified of the policy for allocating places.
- We may ask for Voluntary Contributions from parents towards the cost of some curriculum visits or projects to support the costs incurred by the Academy.
- Music tuition – for individuals or groups of any appropriate size.

3) Families qualifying for remission or help with charges:

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents/carers in receipt of –

- Universal Credit in prescribed circumstances
- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension

Additional categories of parents/carers may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

4) Additional Considerations

The Trustees recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the Academy year so that parents/carers can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Policy Status

Policy Lead (Title)	Chief Operating Officer	Review Period	Annually
Reviewed By	Trust Executive Team/ Board of Directors	Equality Impact Assessment Completed (Y/N)	N

POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	Audience	Plan for Communicating Amendments
Version 1	TET 08/07/2021 BoD 13/10/2021			Wingfield Academy Staff, Students and Parents	Uploaded onto NCLT website.