



BERLESDUNA
ACADEMY TRUST

Charging and Remission Policy

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| This policy was reviewed by the Board of Trustees on: | 8th October 2019 |
| This policy will be reviewed: | Annually |
| Date to be reviewed: | October 2020 |

Introduction

This charging policy has been compiled in line with DFE requirements - *DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities*. October 2014.

Basic Principles

School governing bodies and local authorities, cannot charge for:

- an admission application to any state funded school
- education provided during school hours (including the supply of any materials, books, instruments 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 school, or part of religious education
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, if the child's parent wishes him/her to own them
- optional extras (see details below)
- music and vocal tuition, in limited circumstances
- certain early years provision
- community facilities

Optional extras for which the school can apply a charge

- board and lodging for a pupil on a residential visit (eg Mersea Island trip)
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)
- education provided outside of school time that is not part of
 - the national curriculum;
 - a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);

Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

Examples where parents may be asked for a voluntary contribution include:

- swimming
- non-residential school trips
- enrichment activities eg external drama group

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Activities for which the school will apply a charge

Breakfast Club and After School Club

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis.

Ancillary Services

The school may offer additional non educational services and the scale of charges will be approved by the Board of Trustees on an annual basis. If the service is a one-off, the CEO, Headteacher or Finance Committee may approve the charge.

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 will be approved annually by the Finance Committee/Board of Trustees.

Remissions Policy

Charges for chargeable activities may be fully or partially remitted for pupils in receipt of *Pupil Premium. Charges for board and lodging on residential trips will be remitted for parents 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 £16,105
- the guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

The CEO, Head Teacher, Head of Finance and Operations, Finance Officer, Finance Committee, Local Governing Body or Board of Trustees may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

**This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals and not in receipt of Pupil Premium.*

Extra-Curricular Activities run by External Providers

External providers will set and collect their own charges.

Other charges

The CEO, Head of Finance and Operations, Headteacher, Finance Committee, Local Governing Body, Finance Officers and Board of Trustees may levy charges for miscellaneous services up to the cost of providing such services eg photocopying.

Breakages & Damages

In cases of wilful or malicious damage to equipment, breakages, loss or damage of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Headteacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Scale of Charges

These will be approved by the Governing Body on an annual basis.