

# Charging and Remissions Policy

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T.E.A.M. Education Trust

<b>Approved by:</b>	Trust Board	<b>Date:</b> July 2020
<b>Last reviewed on:</b>	July 2020	
<b>Next review due by:</b>	July 2021	
<b>List of associated policies:</b>	Financial Procedures Procurement Policy Financial Scheme of Delegation Trips and Visits Policy	

## Introduction

It is the School's aim that all pupils should have an equal opportunity to benefit from school activities. This policy sets out the School's approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy applies to charges made to parents/students, for facilities used by private individuals and third party organisations that rent Trust premises or facilities.

For the purpose of this document, 'parent' is taken to include any parent, carer or person with parental responsibility for a student.

## Legislation

Under the terms of the Education Act 1996 (revised in 2011), T.E.A.M. Education Trust must have a policy on charging students to participate in school activities.

Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Further guidance can be accessed at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

All education during school hours is free, this includes materials and equipment. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and cost of travel to swimming lessons where appropriate.

## 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/curriculum. The Trust may charge individuals who are not registered students of one of its schools, for education provided or facilities used by them belonging to the Trust.

## Day visits within or visits mainly within School Hours

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat those children any differently from any others.

If a parent wishes their child to take part in a school trip, visit or activity or event but is unable to make a contribution, we do allow the child to take part in the trip, visit or activity. Sometimes, school pays additional costs in order to support the visit. Parents have the right to know how each trip, visit or activity is funded and school will provide this information on request. Children in receipt of Free School Meals or Universal Free School Meals will be offered a free school packed lunch.

## Residential visits in school time

If the School organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses.

To ensure all children are provided with the opportunity to participate on school visits, parents experiencing financial difficulty are invited to talk to / write to the Principal in confidence.

## Activities outside or mainly outside school hours

Parents will be expected to meet the full cost. Participation in these activities will be voluntary when the activity is not part of the national curriculum, not part of a syllabus for a prescribed public examination or not part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

## Public examinations

No charge will be made in respect of the entry of a registered student at a school for an examination for which the school agrees the student should be entered. Charges will be applied for the entry of a student for an examination for which he/she has not been prepared by the school, or for entry to an examination against the advice of that school.

Entries for re-sits of examinations and where parents/students are seeking to have an examination remarked will be required to pay the re-mark fee. However, if the new grade exceeds the original, then this will be refunded.

Where a student fails to attend an examination for which they have been entered, unless this is because of ill-health, for which a Doctor's note will be required, parents may be expected to meet the cost of the examination entry.

## Ingredients/materials for practical activities such as cookery and craft

To help school finances, parents may be asked to pay the cost of materials where the finished product is to be kept by the pupil. Costs for these will be calculated based on the cost of the material. No profit will be made.

No child will be disadvantaged because of parents' inability to pay, and, therefore, all children will be able to participate in these activities.

## Lost school equipment, books, etc.

Parents will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item, at the time the loss occurs.

## Breakages and Damage to School Buildings, Furniture or Property

In cases of wilful damage to the School building, furniture or its equipment, the School's Principal, in consultation with the Chair of the Governing Body may decide to make a charge. The cost of repairs will be as quoted on an individual basis. Where items cannot be repaired, a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at their discretion.

## Extended Services

Parents who choose to use the School's extended hours provision will be informed in advance of the charges applicable which will be reviewed on an annual basis. The charges for our Trust schools may vary, please see the individual schools charges.

## Music Tuition

Charges may be made for vocal instruments tuition provided either individually or to groups, provided that the tuition is provided at the request of the pupil's parent. The charges for our Trust schools may vary, please see the individual schools charges.

## Swimming Lessons

The School do not make a charge for swimming lessons as these take place in school time and form part of the National Curriculum. We will inform parents when these lessons take place and ask for written permission for the child to take part in lessons.

## Other Charges

The Principal or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

## Equality

The School is committed to ensuring equality of opportunity for all pupils, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity. If you wish to see a copy of the Trust's Equal Opportunities and Diversity policy, please contact the COO.

## Lettings

The governing body is responsible for setting the charges for the hiring of the School premises but has delegated the day to day responsibilities of managing lettings to the Principle. Where a letting is agreed, an agreement form must be completed, ensuring that the person requesting the letting agrees to the School's terms and conditions and is appropriately insured. Invoices will be issued promptly with payment expected, wherever possible, in advance of the letting date.

All costs associated with letting the School premises must be considered when determining an appropriate charge. The Governing Body's method of calculating the actual cost of the letting comprises three main elements:

- Energy
- Caretaking Fees
- Per Capita costs

However, where appropriate an additional fee may be levied for the following:

- Computer & Printer Costs
- Lettings by non-community/commercial groups
- Excessive cleaning
- Profit Margin

- Wear and Tear
- Other costs

Concessionary rates or free letting agreements may be appropriate in certain situations where it is deemed by the Governing Body to be of benefit to the School, its children or meets community goals. In such situations the reasons for the concessionary rate must be clearly minuted and approved. The organisation requesting the letting must still sign to agree to the School's terms and conditions and must have appropriate insurance.