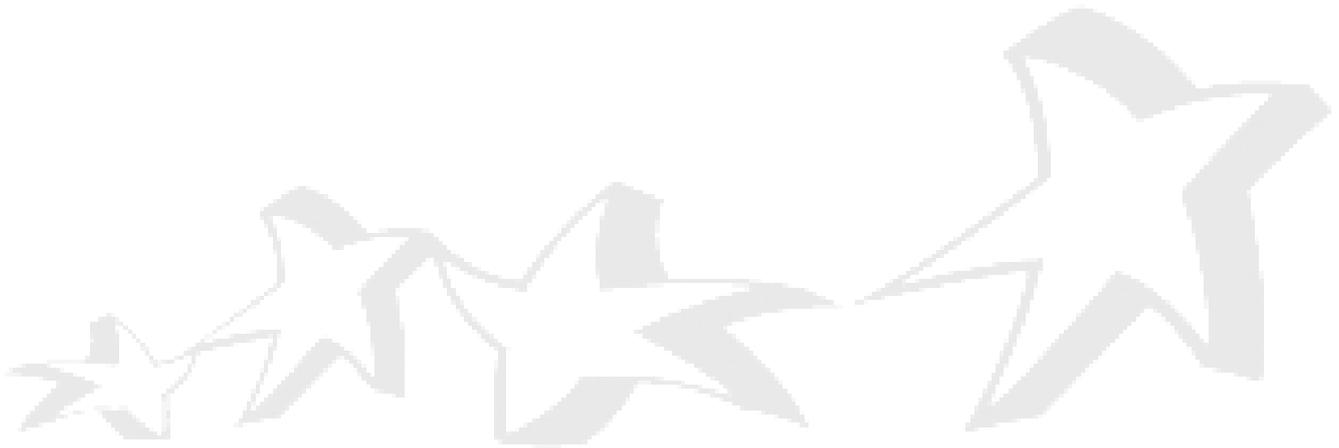




## **TRUST IN LEARNING (ACADEMIES)**

### **CHARGING AND REMISSIONS POLICY**



Date Created: January 2015  
 Effective From: January 2015  
 Dated Adopted by the Board: March 2018  
 Review Date: March 2020

Date	Page	Change	Purpose of Change
February 2018	4	Section 5 -Remission of Charges	Update of wording re benefits

## 1. Introduction

Legislation restricts the types of activity schools are allowed to charge parents for. Trust in Learning's policy applies to charges made to parents/students, for facilities used by private individuals and third party organisations that rent Trust premises.

As a Trust we try:

- To make activities accessible to all students regardless of family income;
- To encourage and promote external activities which give added value to the curriculum;
- To respond to the wide variations in family income while not placing additional unexpected burdens on an Academy's budget
- For the purposes of this document, 'Parent' is taken to include any parent, carer or person with parental responsibility for a student.

## 2. Legislation

Under the terms of the Education Act 1996, Trust in Learning (Academies) (TiLA) must have a policy on charging students to participate in school activities. Education provided during school hours must be free – the definition of education includes materials, equipment and transport provided in school hours to carry students between the school and an activity. By law, students may not be charged for activities that form part of the normal school day, but TiLA may invite parents and others from time-to-time to make a voluntary contribution to TiLA's work, to allow us to offer activities or experiences which otherwise might not be possible. This might include a voluntary contribution to activities taking place in school time, activities which form part of the curriculum or an examination syllabus. However, the child of any parent who is unable to contribute will not be prevented from participating in an activity which takes place during school time if the activity goes ahead.

In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make a contribution
- That students will not be treated differently according to whether or not their parents have contributed to the planned activity
- That if there are insufficient contributions received to cover the cost of including all students who wish to participate, the activity will not go ahead.
- Where an activity takes place outside of academy/school hours and does not form part of the Curriculum or examination syllabus, this is classed as an optional extra and parents can be asked to meet the full cost of these activities

### 3. Details of Charges

#### 3.1 Admissions

No charge shall be made in respect of admission to the school unless it is for the purpose of:

- Part time education for persons over compulsory school age
- Full time education for persons over compulsory school age
- Teacher training

#### 3.2 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. TiLA may charge individuals who are not registered students of one of its schools for education provided or facilities used by them belonging to TiLA.

#### 3.3 Musical Instrument Tuition

Each school will review on a yearly basis whether or not to charge a contribution towards musical instrument tuition either individually or for a group of not more than four students where the lesson is not considered to be part of the curriculum or is not preparation for a public examination, even if this lesson takes place during school hours. Tuition will be provided free of charge where it is considered to be an essential part of either the curriculum or a public examination syllabus. Students who wish to loan an instrument belonging to a school will be able to do this free of charge.

#### 3.4 Practical Subject Charge

Voluntary contributions may be requested to cover the cost of materials and ingredients provided by a school for practical subjects where parents indicate that they wish to receive the finished articles.

#### 3.5 Visits during the School Day

A voluntary charge will be made to cover the cost of educational visits and other activities. However, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation.

#### 3.6 Residential Visits

Where at least half of the time away from home is not normal school time, where the trip involves an overnight stay or where the work undertaken is not an integral part of the examination course, the trip is classed as optional and parents can be expected to meet the full cost of residential courses in school time. If the visit is deemed to have taken place during the school day, or is part of the required curriculum, or is preparation for a public examination, then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be aware that the activity may be cancelled if insufficient contributions are received.

If a student is unable to go on a trip after the initial deposit has been paid (unless this is because of ill-health, for which a doctors' note will be required), parents will still be required to meet the full cost of the trip, unless another student can be found to take up the place.

### **3.7 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 s/he has not been prepared by a school, or for entry to an examination against the advice of the school.

Entries for re-sits of examinations where the school has not provided additional tuition are also subject to charge. Parents seeking to have an examination paper remarked will be required to pay the re-mark fee; however, if the new grade exceeds the original then this fee will be refunded.

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

### **3.8 Optional Extra Visits**

Visits that take place outside the school day or as part of an extra-curricular activity can be charged for, and parents are expected to meet the full cost of the trip.

### **3.9 Loss or Damage**

Parents will be expected to meet the cost of repairing or replacing any TiLA property damaged or destroyed by a student, or any fines to be paid by TiLA as a result of the actions of a student. A charge will also apply for loss or damage of TiLA property (including books or equipment) placed under the care of the student.

### **3.10 Fundraising and Sponsorship**

General fundraising and sponsorship from a variety of sources may be used to allow additional activities to take place. Any fundraising activity will make the purpose of the fundraising clear to those who may wish to contribute.

### **3.11 Lettings of TiLA's Buildings**

Charges will be levied for the use of TiLA's facilities by private individuals or external organisations at a rate to be determined annually by each Local Governing Body. Facilities will only be let where they are not needed for the purpose of education during that time and under no circumstances will lettings be subsidised from resources provided for the education of students.

Hirers will need to demonstrate that they have adequate insurance or provision for compensating TiLA for any damage they cause. They must also leave the facilities in a clean and tidy state, otherwise an additional fee for cleaning will be charged.

## **4.0 Refunding of Charges**

### **4.1 Trips and Activities**

Charges and contributions are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus of £5 or more per student who contributed to the activity. Any amount below this will be transferred to the Discretionary Grants fund/school fund accounts.

### **4.2 Arrangements for Surpluses not Refunded**

Any surpluses not refunded will be transferred to the Discretionary Grants fund and used to support access to optional activities for those pupils whose families are experiencing financial hardship.

## **5.0 Remission of Charges**

TiLA believes that all students should have the opportunity to gain fully from the experiences that it has to offer and recognises the real and persistent difficulties faced by families on low incomes in meeting the cost of educational activities for their children.

Where parents are in receipt of 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 £16,190 (financial year 2013/14), the guarantee element of State Pension Credit or an income related employment and support allowance that was introduced on 27 October 2008 then the Trust will observe its statutory duty to remit in full the cost of board and lodgings for any residential activity deemed to take place within school hours.

Parents who find themselves in financial difficulties and who have students at one of our schools in receipt of Free School Meals may apply in confidence to that school for financial support with optional activities. Remission of charges in part or in full will be authorised by the Headteacher in discussion with the Finance Department.

## **6.0 Provision for Review**

This policy will be reviewed bi-annually by the Trust Board and will be adjusted in accordance with any subsequent guidance issued by DfE, ESFA or the local authority.