



**CHARGING AND REMISSIONS POLICY**

**DOCUMENT STATUS**

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**INTRODUCTION**

One Community Trust want to provide a range of experiences which add excitement and enjoyment to children’s learning and personal development. All our pupils have an equal opportunity to benefit from school visits, trips, curricular and extra-curricular events and activities. This policy is intended to maintain a fair, clear and coherent system of charges and remissions and also defines circumstances when the trust may wish to ask for voluntary contributions. The policy conforms to the requirements of the Education Act 1996, the Freedom of Information Act 2000 and all other statutory DfE guidance and regulations.

**DEFINITIONS**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

**ROLES AND RESPONSIBILITIES**

[Redacted]

The Board of Trustees has overall responsibility for approving and monitoring the implementation of the charging and remissions policy but can delegate this to a committee, an individual trustee or the headteachers of the academy schools.

The Headteachers are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

The Senior Leadership Teams will provide staff with appropriate training in relation to this policy and its implementation.

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher or Business Manager of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

## CHARGING

One Community Trust follows the basic principle that education is free of charge and that no pupil will have their access to the curriculum limited by charges. However, the trust reserves the right to levy a charge in any circumstances permissible under statute. When charges are to be made, they must not exceed the cost that can be apportioned to the pupil's participation. One Community Trust reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity. Examples of where a charge is allowed include:

- the cost of board and lodging for all residential activities
- musical instrument tuition, for pupils individually or in small groups provided by peripatetic teachers, which is not part of the National Curriculum
- education provided outside school time that is not part of the National Curriculum
- activities that take place during lunch breaks and after school
- extra-curricular clubs and activities led by non-school staff
- the services of a non-school organisation employed during school hours
- charges levied by the LA for services it provides whilst applying the remissions arrangements that they deem appropriate
- materials or resources which the pupil's parent has indicated in advance that they wish their child to own

All trips and visits are non-profit making.

## VOLUNTARY CONTRIBUTIONS

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 trip. All contributions are voluntary and no child will be excluded on grounds that their parents have not made a voluntary contribution. Pupils of parents who are unable or unwilling to make a voluntary contribution will not be discriminated against. However, the school reserves the right to cancel, postpone or change the nature of a trip or visit if insufficient voluntary contributions are received.

Examples of activities where a voluntary contribution may be asked for include:

- visits to museums/galleries/theatres
- any activities, trips or visits incurring travel costs including sporting activities
- outdoor adventure activities
- theatrical group performances and workshops
- musical events

#### **RESIDENTIAL VISITS**

The academy schools make a charge for the cost of board and lodging during residential trips. This cost never exceeds the actual cost of the provision. Parents are informed of the cost in advance and any instalment payment options which may be applicable.

#### **MUSIC TUITION**

One Community Trust does not charge for music studied as part of our curriculum. However through an independent agreement between parent and tutor, there is a charge for individual or group music tuition delivered by peripatetic teachers that is not part of the normal curriculum.

#### **SWIMMING**

The school organises swimming lessons for children in Years 3 & 4. These take place during the school day and are part of our curriculum. We do not charge parents anything for the cost of swimming lessons, but a charge may be levied for transport to these activities as outlined in section 5 of this policy.

#### **WRAPAROUND CARE**

One Community Trust offer wraparound care at a number of academy schools and charges apply. Please see academy website for details.

- The latest collection time from after school wraparound care is 6pm. If children are collected after this time a late collection charge will be incurred. This charge is to cover the cost of keeping staff on site until the child is collected.
- Children not collected on time at the end of the school day will be placed in the after-school wraparound care facility and may be charged for this.

A complete list of costs can be found on the relevant academy school website.

#### **NUSERY/2 YEAR OLD PROVISIONS**

Where One Community Trust offer a provision for 2 year olds and/or nursery (over 30 hours) charges apply as set out on the website of the relevant academy school.

- If a child is collected late from the nursery or two year old provision a charge will be levied to cover the cost of keeping staff on site until the child is collected

#### **OTHER CHARGES**

One Community Trust may levy charges for miscellaneous goods and services such as photocopying and printing. These examples are not exhaustive and the charges levied will not exceed the cost of the goods or services provided.

#### **DAMAGE/LOSS TO PROPERTY**

Parents may be asked to contribute towards replacing damaged or lost school property, caused wilfully or negligently, by their children.

#### **REMISSIONS AND CONCESSIONS**

One Community Trust will always strive to provide equal opportunities to all pupils. Wherever possible, the trust will give sufficient notice to allow parent/carers to pay by instalments. Additional subsidies may be available for those families suffering from financial hardship or difficulties and parents are invited to contact the Academy Headteacher to discuss the options available.

#### **SCHOOL LETTINGS**

Charges for letting areas of our school premises to outside groups or agencies are detailed in the One Community Trust Lettings Policy.