



The Altius Trust

Charging and Remissions Policy

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Purpose

Legislation allows schools to charge for certain activities which take place outside school hours. Under the terms of the Education Act 1996 s457, schools must have a policy on charging and remissions.

This policy has been compiled in line with s449 to 472 of the Education Act 1996 and the DfE's publication 'Charging for School Activities' dated October 2014, and sets out the charging and remissions policy for all schools within The Altius Trust.

The main points of this policy are:

- School governing bodies and local authorities, subject to the limited exceptions referred to in this policy, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed on page 5 of this document of the support available to them when being asked for contributions towards the cost of school visits.

Note that where this policy refers to the Principal, in any school in the Trust which has a Head of School they also have the delegation set out in this policy.

Policy

Day trips and visits in school hours

No charge will be levied in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside school hours, no charge shall be made where the activity 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.

Activities outside school hours

If 50 percent or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50 per cent of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

A charge may be made for the activity outside school hours if it is not:

- a. part of the National Curriculum;
- b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- c. part of religious education.

Residential trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodgings only.

Residential trips – Non-essential

For residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations:

- Where 50 per cent or more of the time spent on the activity occurs during Academy hours, it is deemed to take place during Academy hours, and a charge will be levied for board and lodgings only;
- Where less than 50 per cent of the time spent on an activity falls during Academy hours, it is deemed to have taken place outside Academy hours a charge will be levied up to the full cost of the trip.

Examination Entries

A charge may be levied in respect of initial examination entries and resits for pupils where the Academy has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where the Academy has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the Academy may refund the cost.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the Academy paid or agreed to pay the entry fee.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. All necessary textbooks are provided free of charge. In some subjects additional revision guides are available for which a charge is made.

Music Tuition

The 'Charges for Music Tuition (England) Regulations 2007' states that no charges may be made in respect of vocal or instrumental tuition, provided either individually or for groups, unless the tuition is provided at the request of the pupil's parent. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989(1)).

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the Academy. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

Voluntary Contributions

Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Academy, the Academy may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then the Academy has the right to cancel the trip.

Lettings

The Academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. Facilities will only be let where they are not needed for the purposes of education during that time. The scale of charges will be

determined annually by the Finance Director and Principal, and approved by the Finance Committee.

Other charges

The Principal, Sponsors, Finance Committee or Governing Committee may levy charges for miscellaneous services up to the cost of providing such services. For example, providing a copy of an OFSTED report.

Exemptions

If the parent/guardian of a pupil is in receipt of:

- Universal Credit in prescribed circumstances (to be confirmed by Government once fully rolled out);
- Income support;
- Income based jobseekers' allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190);
- The guaranteed element of state pension credit;
- An income related employment and support allowance (introduced on 27th October 2008).

Charges in respect of board and lodging for essential residential trips will be remitted in full. The Academy will make the parent aware of this when they are informed of the upcoming trip.

Discretion

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

The Principal, Finance Committee or Governing Committee may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.