




Charges and Remissions Policy

Last Reviewed	March 2023
Reviewed by	Trust Board
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Lead responsibility	CFOO
Next Review	March 2024

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1 PRINCIPLES

- 1.1 The Trust wants all our children to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means.
- 1.2 This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

2 TRUST ARRANGEMENTS

This policy has been developed at Trust level and therefore covers policy that is relevant and followed by all the schools within the Alban Academies Trust.

3 CHARGING POLICY

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1	Public examinations	<p>No charge will be made for entry for a prescribed public exam, if the child has been prepared for it by the school</p> <p>We may charge for non-prescribed public exams and for public exams where children are not prepared by the school.</p> <p>We may charge parents the examination fee if a child fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee.</p> <p>We may charge parents the examination fee if a child /parent wishes the child to re-sit the examination where the school originally paid the entry fee.</p>
2	Activities for children that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	<p>No charge will be made for activities provided during school hours (with the exception of music tuition – see Section 6).</p> <p>No charge will be made for transport during school hours</p> <p>A charge may be requested to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product.</p>

3	Activities for children that take place outside school hours (non-residential)	<p>Trips which take place mainly out of school hours are chargeable.</p> <p>No charge will be made for an activity that takes place outside school hours when it is a necessary part of the curriculum or part of a syllabus for a prescribed public examination that the child is being prepared for at the school or part of the school's basic curriculum for religious education</p>
4	Activities that take place partly during school hours either on or off site (non-residential).	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 2.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 3.</p>
5	Residentials	<p>Residentials are classified as being within school hours if the number of school sessions missed by the children is at least 50% of the number of half days spent on the trip.</p> <p><i>Board and lodging</i></p> <p>We will charge children an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours except where children are legally entitled to remission. In such cases no charge will be made for board and lodging.</p> <p><i>Travel</i></p> <p>No charge will be made for travel costs (legal requirement), although a voluntary contribution may be sought. Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per child other than those entitled to remissions (but no paying child will be required to subsidise the cost of non-paying children).</p> <p><i>Activities on residential</i></p> <p>If the residential is classified as being within school hours no charge can legally be made for the educational activities provided although a voluntary contribution may be sought. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 3).</p>
6	Music tuition within school hours	<p>No charge will be made if the music tuition is an essential part of the child's curriculum or a public examination syllabus being followed by the child.</p> <p>We may charge for all other instrumental and vocal tuition requested by parents/carers and delivered by specialist tutors within school hours, whether offered to an individual or group of children. Charges may vary depending on size of group, length of</p>

		<p>lesson and type of instrument.</p> <p>Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for children on free school meals in order to ensure specialist music tuition is accessible and affordable for all children.</p>
7	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property.</p> <p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged.</p>
8	Remissions and concessions	<p>Children whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.</p> <p>We may choose to subsidise, in full or part, charges for certain activities where these charges can legally be made.</p>
9	Family Contributions	<p>Contributions may be invited for trips/activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.</p>

4 ADDITIONAL CONSIDERATIONS

The Trust recognizes its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end schools will try to adhere to the following guidelines:

- Where possible schools will publish a list of their visits and approximate cost at the beginning of the school year so that parents/carers can plan ahead
- Have a system for parent/carers to pay in instalments and to secure their place on a trip by payment of a small deposit
- When the opportunity of a trip arises at short notice it will be possible to arrange to pay in instalments beyond the date of the trip
- Where possible schools will avoid the 'first pay, first served' basis when offering opportunities as this can discriminate against children from families of lower incomes

5 REFUNDS

When charging for an activity/trip the amount charged will be calculated so that it covers all costs and schools will not over charge per child in order to subsidise others. Where an activity/trip makes a surplus then parents/carers will be offered a refund when the sum involved per child might reasonably be expected to be refunded, as a guideline any surplus over 5% would be expected to be offered as a refund. If an activity is cancelled, then a refund will be offered as soon as possible.

6 DEBTS

When a parent/carer's debts are high and unresolved the school reserves the right to apply any income received from the family to its outstanding debts before providing chargeable goods/services.