



## **CHARGING AND REMISSIONS POLICY**

## Document Control

This policy has been approved for operation within:	All EPT Schools
Date of last review	July 2018
Date of next review	July 2020
Review period	2 years
Policy status	Statutory
Approved by	Board of Directors

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### **1 Introduction**

This charging and remissions policy complies with statutory requirements.

### **2 Aims**

The Trust recognises the valuable contribution that the wide range of additional activities including clubs, out of school trips and residential experience of other environments, can make towards a pupils' all around educational experience and their personal and social development. The Trust aims to ensure equality of access to these activities for all pupils regardless of family income and personal circumstance.

### **3 Who is responsible for this policy?**

The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to Trust Central Team, Local Governing Body and Principal of each Trust school.

The Local Governing Body and Senior Leadership Team at each Trust school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleague and ensuring its success.

### **4 Admission**

There will be no charge to individual students / parents for admission to the school.

## 5 Education

There will be no charge for the following:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and any transport provided in school hours to carry pupils between the school and an activity;
- Education provided on any visit that takes place during school hours;
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;

The school wants to see the curriculum enriched as far as possible for the benefit of all students. We have additional activities on many days which extend beyond the school day, as part of our overall vision and offer. We recognise that whatever public funds and endowments are made available they will never be sufficient to fund all desirable activities at the required level.

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours which are not:
  - a) Part of the National Curriculum;
  - b) Part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
  - c) Part of religious education.
- Board and lodgings on residential visits (subject to remission arrangements);
- Food Technology. The cost of materials for products or ingredients in food products if parents/carers have indicated in advance that they wish to own the final product.

## 6 Examinations

There will be no charge for the following:

- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school;
- No charges will be made for examination re-sits except where a pupil failed, without good reason, to meet any examination requirement for a syllabus;

Charges may be levied by the school for the following:

- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours;
- Cost of entering a pupil for a public examination including re-sits where no preparation has been provided by the school;

- Cost of entering a pupil for a public examination where the pupil has not regularly attended the lessons;
- Cost of entering a pupil for a public examination where the pupil has not completed the examination, unless there is good reason e.g. medical certificate;
- Where parents request the re-scrutinising of an examination result.

Any charges will be made at the actual cost to the school.

## **7 Music tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

There will be no charge for the following:

- Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- Instrumental and vocal tuition for children in care;

Charges will be levied for the following activities:

- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers;
- Music tuition for an individual or group if the tuition is not an essential of either the National Curriculum or a public examination syllabus.

The cost for vocal or instrumental tuition will vary according to the size and duration of the class as well as the type of instrument. Charges will not exceed the cost to the school.

## **8 School meals**

No charge for school meals will be made for pupils who are entitled to free school meals or infant free school meals.

A charge may be levied to pupils who are not entitled to free school meals. The charge will be no more than the total cost incurred by the school.

## **9 Transport**

The school reserves the right to make charges for the transport of registered pupils to or from the school premises. Any charge will not exceed the actual cost to the school.

The school will not charge for:

- Transporting registered pupils to other premises where the school has arranged for pupils to be educated;

- Transport that enables a pupil to meet an examination requirement when preparation for that examination has been made at the school
- Transport provided in connection with an educational visit.

## **10 Insurance**

Any insurance costs will be included in charges made for trips or activities.

## **11 Damage to property and breakages**

Charges may be made to recover the cost of Trust property, materials or equipment lost or damaged through acts of vandalism or negligence.

## **12 Lettings of Trust buildings**

For lettings of Trust buildings please refer to the Lettings Policy.

## **13 Other charges**

A charge may be levied for miscellaneous services up to the cost of providing such services.

## **14 Remissions policy**

The school will give consideration to the remission of charges for 'chargeable activities' to pupils whose parents are receiving income support, income-based job seekers allowance, family credit or disability working allowance. Such charges may be partly or fully remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

All cases will be dealt with confidentially.

## **15 Voluntary contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently;
- Where there are insufficient contributions to make the activity viable then the activity will be cancelled

Such contributions would be genuinely voluntary, with there being no obligation to contribute and no pressure applied to secure a contribution.

## **16 Monitoring, evaluation and review**

The Trust will regularly review this policy and assess its implementation and effectiveness. They will determine the review period.

The policy will be promoted and implemented throughout the school.