


2020 - 2022

Potential in Everyone Academy Trust
CEO – David Whitehead



Charging and Remissions POLICY

July 2020

Committee	Audit, Finance & Staffing Committee
Version	1.4
Re-Approved	9 July 2020
Signature	
New Review date	September 2022
Version 1.4	Minor Amendments
	<p>Serving all, seeking excellence, sustained in God's love Grounded within the communities we serve, we are a long-established, caring school in which every member is nurtured in God's love to fulfil their potential. Through learning in a happy, supportive environment, our children become confident, aspirational and contributing future citizens of the world, with respect for all.</p>

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1. Purpose of Policy

- 1.1 The purpose of this policy is to set out what charges can and cannot be made to children for activities by Potential in Everyone Academy Trust.
- 1.2 The policy has been drawn up in accordance with Sections 449-462 of The Education Act which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities which also apply to the Potential in Everyone Academy Trust as set out in our Funding Agreement with the Secretary of State.
- 1.3 We believe the children benefit from outside visits, journeys, visitors and extra-curricular activities in sport and the creative arts. We follow government regulations on charging. When an event takes place during school time, we ask the parents of the children benefiting to share the cost. Legally, we will request voluntary contributions, but if we do not receive enough to cover the cost, the activity may be cancelled.
- 1.4 This Policy will be adopted by all schools within Potential in Everyone Academy Trust.

2. Adoption Arrangements and Date

This policy procedure was reviewed and re-adopted by the Audit, Finance and Staffing Committee of Potential in Everyone Academy Trust on 9th July 2020 and supersedes any previous Charging and Remissions Policy

This policy/procedure will be reviewed by the Board of Directors every two years or earlier if there is a need.

3. COVID-19

As a Trust we have taken all reasonable steps to protect our children and staff from COVID-19 and are committed to continually reviewing our policies in response to Government guidance relating to the pandemic. As at 1st July 2020 we await further guidance from the Government and updates from the Department for Education for the forthcoming academic year 2020/21. Where changes to Government guidance impact on policies which require additional or changes to existing practice these have been formally communicated and enable the Trust to review any changes implemented during and after this pandemic. By implementing this process in response to Government COVID-19 guidance we are ensuring that we continue to deliver safe and effective care for all our service users and staff employed by The Trust. Changes to school practice forced by the pandemic have been risk assessed and signed off by the Trust Board. This process will continue along-side the existing process for the review of all policies

4. Remission of Charges

- 4.1 No child is barred from attending because his/her parents have not contributed as a result of financial hardship. This applies to circumstances where the school can charge for other activities known as 'optional extras', or where the parents feel unable to make a voluntary contribution to an activity due to financial hardship. We keep such information confidential and handle situations discreetly.

5. Circumstances where no Charge is Made

Areas where no charges are made are as follows:

5.1 Education in School

- Education provided wholly or mainly during school hours, including any materials, books, instruments or other equipment.
- Education provided on any visit that takes place during school hours, or outside school hours if it is part of the 'entitlement curriculum'* for all children, religious education or the syllabus for a public examination.
- Admission application to the school for children of compulsory school age.

5.2 Transport

- Transporting registered children to or from the School premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered children to other premises where the Trust Board or local authority has arranged for children to be educated.

- Transport that enables a child to meet an examination requirement when he has been prepared for that examination at the School.
- Transport provided in connection with an educational visit, which is part of the 'entitlement curriculum'.

5.3 School Visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the 'entitlement curriculum', or part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of religious education.

5.4 Music Tuition

- Children learning to play musical instruments as part of the 'entitlement curriculum'; or part of religious education, or a syllabus for a prescribed public examination that the child is being prepared for by the school.

5.5 Examination Fees

- Entry for a prescribed public examination if the child has been prepared for it at the school.

6. Circumstances where the school may charge the Parents

Charges may be made for other activities known as 'optional extras'. Where an 'optional extra' is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

6.1 Education

- Activities that take place mainly or wholly out of school time if they are not part of the 'entitlement curriculum', not part of religious education and not part of a syllabus for a prescribed public examination that the children are being prepared for at the School.
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the child wish to keep the finished product e.g. ingredients or materials.

6.2 Music Tuition

- Musical instrument tuition provided to individual children or to a group of children, if the teaching of music tuition is not part of the 'entitlement curriculum' and/or provided at the request of the parent.

6.3 Transport

- Transport that is not required to take the child to school or to other premises where the Trust Board has arranged for the child to be provided with education.

6.4 Examination Fees

- An examination that is independent of the School curriculum, but the School arranges for the child to take it.

6.5 Residential Trips

- The cost of board and lodging for residential trips, even when taking place largely during school time. Children whose parents are in receipt of certain benefits can be asked for a reduced contribution or exemption from paying the cost of board and lodging.

6.6 Wrap Around Care / After School Clubs

- Charges as set by the individual school will apply to any Breakfast and After School clubs.

6.7 Nursery

- The Nursery, based at The Oaks Infant School, is for children aged three and four with the opportunity to start the term after their third birthday. These children are entitled to 15 hours of Universal Funding with some families eligible for up to 30 hours of free Nursery provision. The school offers additional 'top up' sessions so that wrap around care can be provided for children if required by their parents. These additional sessions (including lunchtimes and Breakfast Club) are charged at a rate which is in-line with the funding received from the Local Authority and / or the cost of staff and resources (e.g. food).

7. Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities that supplement the normal School curriculum. (For example, cost of entry to Swimming Pool and transportation to Swimming pool **not** for Swimming Tuition)

If the activity or trip cannot be funded without voluntary contributions, this will be made clear to parents at the outset. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Requests to parents for voluntary contributions will state that:

- there is no legal obligation to make a voluntary contribution;
- children will not be excluded through parents' inability or unwillingness to pay;
- children of parents who cannot contribute will not be treated any differently;

Requests made for voluntary contributions made in respect of individual children must not include any element of subsidy for any other children wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

8. Pupil Premium

Schools may use Pupil Premium funding on a case by case basis to offer support for activities such as music tuition, trips and paid for clubs. This should be considered by schools for such pupils who meet the Pupil Premium criteria. Parents should apply to the school to be considered for Pupil Premium funding via an application form available from all school offices.

9. Supplementary Information

Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as Uniform, P.E. Kit, Calculators, and Pens etc.

10. Breakages and Damages

Where a child's behaviour results in damage to school property or equipment, the parents may be asked to pay for the necessary repair or replacement of the damage. Each incident will be dealt with on its own merit and at the School's discretion.

Definitions: * 'entitlement curriculum'

- is the learning activities and experiences that the school will make available to all or any child that is provided wholly or mainly during school hours. In all local-authority-maintained schools this is taught as the National Curriculum. Academies do not have to follow the National Curriculum, so they have much more flexibility about what they choose to cover. However, academies do have to teach a "broad and balanced curriculum", including English, mathematics, science and religious education.