

# Charging & Remissions Policy 2019



## 1. Background

The purpose of this policy and associated procedures is to ensure that the All Saints Schools Trust (the 'Trust') maintains and develops systems of financial control which conform to the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of the Trust's Funding Agreement with the Department for Education (DfE).

The policy covers the approach that the Trust's academies will take to charging parents for certain events and activities provided for their children.

This policy relates to all of the Trust's academies. Adherence to the principles and procedures contained in this policy is mandatory for all staff.

This policy is an appendix to the main Trust *Finance Policy*.

<b>Date Policy approved:</b>	<b>Feb 2019</b>	<b>Chair of Trust Board:</b>	<b>Chair of Finance &amp; Audit Committee:</b>
<b>Date of next review:</b>	<b>Feb 2020</b>	<i>Signed:</i>	<i>Signed:</i>
		<i>Print name: James Hargrave</i>	<i>Print name: Thomas Jarrett</i>

## 2. Introduction

The Trust and its Academy Governing Bodies recognise the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupil's personal and social education.

The Trust aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of its academies and as additional optional activities.

## 3. Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the academy invites parents to contribute to the cost of the trip. All contributions are voluntary.

If the academy does not receive sufficient voluntary contributions, it may be necessary to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated differently from any others.

If a parent wishes their child to take part in an academy trip or event, but is unwilling or unable to make a voluntary contribution, the child is still permitted to participate fully in the trip or activity. Sometimes the academy pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The academy provides this information on request.

The following is a list of additional activities organized by our academies, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which entail transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips abroad
- musical events.

## 4. Residential Visits

If the academy organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, there will be no charge for the education or travel expenses. However, charges will be made to cover the costs of board and lodging. Parents who receive the following state benefits and are in receipt of Pupil Premium are exempt from payment.

- Income Support
- Income based job-seekers allowance
- Child Tax Credit (provided that Working Tax Credit is not also received)
- Supported under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- An income related employment and support
- Universal Credit (in the circumstances prescribed by the Government).

Enrichment activities and residential visits which may be charged for are regarded as 'optional extras'. These activities do not form part of the National Curriculum. Charges will not exceed the actual cost of provision.

## **5. Activities Outside School Hours**

The Trust and its academies reserve the right to seek parental contributions for activities deemed to be optional extras such as theatre trips, school discos and sports coaching.

## **6. Materials & Equipment**

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take place outside school hours and which are purely voluntary and optional remains the parents' responsibility. It remains the parents' responsibility to supply school uniform including P.E. Kit.

## **7. Music Tuition**

All children study music as part of the normal school curriculum. There is no charge for this.

Any cost associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum) remains the parents' responsibility.

## **8. General**

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

The Trust may from time to time, amend the categories of activity for which a charge may be made.

## 9. Remissions

The Trust may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Board's discretion or may be delegated to the relevant Academy Governing Body.

In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. Hence, when arranging a chargeable activity, the Trust will invite parents to apply in confidence for the remission of charges in part or in full.

Authorisation of remission will be made by the Headteachers and Trust CFO on behalf of the Trust. All parents, however, will have the right of appeal to the Trust Board, normally represented by the CEO.