



# CASTLEMAN ACADEMY TRUST

## **POLICY :**

### **Charging and Remissions**

**Author: Chief Executive Officer**

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**Review Body: Trust Board, Finance and Audit Committee**

**Date Adopted: 30<sup>th</sup> January, 2020**

**Review Date: Spring 2021**

## **CASTLEMAN ACADEMY TRUST**

### **Charging and Remissions Policy**

Our policies refer to Senior Leaders. This can mean Executive Head Teacher, Head Teacher or Head of School.

#### **TRIPS AND LEARNING OUTSIDE THE CLASSROOM**

At Castleman Academy Trust we firmly believe that trips, visits and visitors to the school enhance and deepen learning. We are deeply committed to ensuring that the children see a variety of occupations, know and understand their community and relate what they are learning to everyday life.

The Trust strongly believes that all activities should ensure that learners make excellent progress and be directly related to the national curriculum and learning objectives set down by staff. These change from time to time, depending on the needs of the learners and events happening locally or nationally (eg. the Olympics being held in London). Therefore, it is important that families understand that trips may change from time to time.

We do try to keep costs to a minimum and we do react to the economic climate of the time and to the changing demands of the curriculum. Also, just because a trip happened one year, does not mean it automatically follows the next. Staff evaluate and monitor the value of any trip they undertake and if it is felt that the trip no longer presents value for money in that it supports the curriculum in the way it should do, we will not undertake that trip again.

Trips are ALWAYS used to support the curriculum. If they don't do that, we do not embark on them.

Trips are not only taken to "far away" places. We use our community regularly and you will be asked, on an annual basis in September, for consent for your child to go out into the community when it relates directly to our learning.

All trips are undertaken with the permission of governors, are arranged in line with the policies and guidelines set down by the Trust and in accordance with all Health and Safety regulations. Copies of these are available on request.

Trips and activities outside the classroom cost extra for the school to provide. We ask for a voluntary contribution for each trip to cover costs. Costs are calculated in line with guidelines set down by the Department for Education. Any charge made in respect of individual pupils never exceeds the actual cost of providing the activity. Charges made for activities do not subsidise those who do not pay, neither does the school make a profit.

It is important to note that no child should be excluded from an activity due to families being unwilling or unable to pay. Whilst contributions are voluntary, the trip will be cancelled if we do not receive enough contributions to enable the trip to go ahead. However, the Directors of Castleman Academy Trust have decided that in cases of hardship, financial reasons should not dictate whether a child takes part in a trip or activity. We may be able to provide financial assistance towards the cost of trip or activity – parents and carers need to speak to the Senior Leaders to access this support. All applications are treated in the strictest confidence.

Where board and lodgings are charged, parents and carers in receipt of the following benefits will be exempt from these costs:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15, 575 (Financial Year 2008/2009);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

### **Charging and remissions policy for Castleman Academy Trust**

As mandated by the DfE

#### *Introduction*

*We want all our pupils 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. This policy sets out the Trust's approach to charging and remissions, and is informed by Department for Education guidance. In doing this, our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.*

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

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| 1. | Admissions (to school) | No charge will be made for admissions.  |
| 2. | School Meals           | No charge will be made for pupils entitled to free school meals.  |
|    |                        | <i>We will charge all pupils not entitled to free school meals an amount determined by the Local Authority, Contractor or School Standards Board of the school, as appropriate.</i> |

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| 3. | Public Examinations   | No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.  |
|    |   | Where supported by school, we will not charge parents for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school.  |
|    |   | Where supported by school, we will not charge parents the entry fee if the examination is not on the set list, but school has arranged for the pupil to take it.   |
|    |   | <i>We may charge parents the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Senior Leaders.</i> |
| 4. | Activities for pupils 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) | No charge will be made for activities provided during school hours (with the exception of music tuition – See Section 8).  |
|    |   | No charge will be made for transport during school hours eg. to swimming.  |
|    |   | <i>A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.</i>   |

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| 5. | Activities for pupils that take place outside school hours (non-residential) | <p>No charge will be made for an activity that takes place outside school hours when it is:-</p> <ul style="list-style-type: none"> <li>(a) a necessary part of the curriculum</li> <li>(b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school</li> <li>(c) part of the school's basic curriculum for religious education</li> </ul> <hr/> <p><b>Optional extras:</b></p> <p><i>We may charge for some other activities that take place outside school hours. The Senior Leaders will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Senior Leaders and the finance committee.</i></p> <p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:-</p> <ul style="list-style-type: none"> <li>(a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extras</li> <li>(b) non-teaching staff</li> <li>(c) any materials, books, instruments or equipment provided in connection with the optional extra</li> <li>(d) transport to an activity outside school hours</li> </ul> |
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| 6. | Activities that take place partly during school hours either on or off site (non-residential) | 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 4.   |
|    |   | 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 5.   |
| 7. | Residential   | <p>Residential are classed as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.</p> <p><b>Board and Lodging:</b></p> <p><i>We will charge pupils an amount up to the full cost of board and lodging on residential whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for boarding and lodging. (See Section 11 of guidance for details of legal entitlements to remissions).</i></p> <p><b>Travel:</b></p> <p>If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although a voluntary contribution may be sought.</p> <p><i>Where the residential is classed as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).</i></p> <p><b>Activities on residential:</b></p> <p>If the residential is classed as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (See Section 5).</p> |

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| 8. | Music tuition within school hours | No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc).  |
|    |                                   | No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc.   |
|    |                                   | No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).  |
|    |                                   | <i>We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Senior Leaders and the appropriate committee of the School Standards Board and may vary depending on the size of the group, length of lesson and type of instrument.</i> |
|    |                                   | <i>Where we made a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in Section 11 of guidance as well as in certain other circumstances (eg for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.</i>  |

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| 9.  | Childcare                        | We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the School Standards Board and in accordance with any requirements set by the Local Authority where it is subsidising this provision. |
| 10. | Damage to Property and Breakages | <i>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Senior Leaders.</i>   |
|     |                                  | <i>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. This will be determined by the Senior Leaders.</i>   |
| 11. | Remissions and Concessions       | We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible in DfE guidance.   |
|     |                                  | <i>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the School Standards Board and/or Trust Board, advised by the Senior Leaders. The circumstances in which concessions are applied will be reviewed regularly.</i>  |



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| 12. | Voluntary Contributions | <p><i>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.</i></p>   |
|     |                         | <p>Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.</p>  |
|     |                         | <p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents. We regret that we are unable to give refunds if learners are unable to attend a trip or activity.</p> |

**Equality Impact Assessment**

This policy has been reviewed with the equality impact considerations as laid down in the school’s Equality Policy.