



North Essex Multi-Academy Trust

Charging & Remissions Policy

**Trust Board Finance and
HR Committee**

Last reviewed:	December 2017
Next review due:	December 2019
Ratified Committee:	TB Finance, Premises & HR
Designated Postholder:	Finance and Operations Director

This policy provides information on charging for activities that take place during or outside of the school day.

In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the National Curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for activities during school hours.

Voluntary contributions

The school is entitled to ask parents and carers for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution is voluntary, and the students of the parents and carers who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it should be cancelled.

The school will endeavor to ensure that in no case will the charge for each student exceed the actual cost.

Residential trips

The school will charge for the cost of board and lodging during residential school trips. Where the trip takes place wholly or mainly during term-time, students whose parents/carers are in receipt of the following support benefits will, in addition to having a free school meal entitlement, also be entitled to the remission towards these charges:

- Universal Credit in prescribed circumstances
- 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 £16,105 (financial year 2017/18)
- the guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008.

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus is religious education.

The school will use its Pupil Premium budget for disadvantaged students to support in such cases.

If the trip takes place outside school hours and does not form part of the above, the school can make a charge for transport.

Instrumental Music tuition

A charge will be made for instrumental music tuition unless the tuition forms part of the syllabus for a prescribed examination (e.g. GCSE) that the student is preparing to sit.

A charge will not be made for disadvantaged students.

Public Examinations

No charge may be made for entering students for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents and carers if:

- the examination is on the class list, but the student was not prepared at the school
- the examination is not on the class list, but the school arranges for the student to take it
- a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee

Charges may not be made for any cost associated with preparing a student for an examination. At KS5, the school does not pay for re-sits of AS examinations.

Optional extras

This kind of activity can be charged for where the activity takes place outside school hours. This can include:

- Student travel costs
- Board and lodging
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres etc.
- Insurance costs

Clothing

Although no charge can be made for “equipment” for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents and carers can therefore be asked to provide their children with such things as school uniform, PE kit, protective aprons and sports kit.

Charging in kind

The school reserve the right to make a charge for the cost of materials, ingredients or equipment normally provided by parents/carers in subjects such as design & technology, textiles and art.

Cost of additional administration

The school reserve the right to make a charge for the cost of additional administration to manage and organise educational trips or events for activities during school hours, activities outside school hours and residential activities (the scope of which will be determined from time to time by the local governing body).

Damage to school property

The school will seek payment from parents/carers for damage to or loss of school property caused willfully or negligently by their child. The charges will be based on current average market rates.

This policy reflects guidance in *Charging for school activities* (DfE, October 2014). Further school guidance for disadvantaged students can be found in our documentation on the school website.