



# Charging and Remissions Policy

This Policy was approved and adopted by  
The Shire Multi Academy Trust Board in December  
2017

Review Date: September 2019

Signed:

Chair

## **Introduction**

This policy has been compiled in accordance with Barnsley Local Authority's guidance on: Charging for School Activities and has been adopted by The Shire Multi Academy Trust (MAT). Any charges made by the trust must meet the requirements of the Education Reform Act 1996.

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Responsibilities**

The Shire MAT Board is responsible for determining the content of the policy and the Executive Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Headteacher and the Directors.

For the 2016 - 2017 Academic Year, the Shire MAT will use the following principles for organising Educational Visits:

- That there should be approximately two educational visits per class.
- Visits should have an educational purpose and be linked to the curriculum.

## **Prohibition of Charges**

The Shire MAT Board recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Trust directors or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

### **Charges**

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - 1) Travel
  - 2) Materials and equipment
  - 3) Non-teaching staff costs
  - 4) Entrance fees
  - 5) Insurance costs
- Individual tuition in the playing of a musical instrument.
- Any other education, transport or examination fee unless charges are specifically prohibited (e.g. private music examinations in school time entered as a result of a child receiving individual musical tuition).
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- For the 2017-2018 academic year the school will not charge for extra-curricular activities and school clubs provided by the school (This will be reviewed annually).

### **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support.
- Income Based Jobseeker's Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and

- whose annual income (as assessed by The Inland Revenue) does not exceed.
- the prescribed amount for the financial year to which this policy applies.
- The guaranteed element of State Pension Credit.

It is the responsibility of the parent to provide the necessary evidence that they are in receipt of those support payments which entitles them to remission of charges. Schools are not expected to undertake this task for parents.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- Educational visits - transport and entry fees (where applicable)

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge; in addition the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Executive Headteacher.

Voluntary contributions will be used to:

- Help meet the entry costs of a visit.
- Help meet the transport costs of a visit.

The amount of voluntary contribution the trust schools seek support for is worked out on the following basis:

- The cost of entry fees (where applicable), and cost of transport. (For which a minimum of three quotes are obtained for each proposed visit).
- The total cost is added together and divided equally amongst the number of pupils in that class and parents are asked to make a voluntary contribution towards that cost.
- If the number of children attending the visit is less than the number of children in the class, parents are not asked to contribute any more than the

original amount, school meets the shortfall (parents are only asked to support the cost of their own child's visit, they do not support the cost of any other child). However, if enough voluntary contributions are not received the visit may not be able to take place and school reserves the right to cancel the proposed visit.)

### **Publication of Information**

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

This policy has been endorsed by our Directors, who support the trust in the charging and remissions it applies.

Reviewed by the Trust  
Chair

Signed:

*N. Ad*

Review Date: September 2019

