



# Charging and Remissions Policy

Type of Policy	MAT Policy to adopt in full ✓ MAT Policy to use in conjunction with Local Academy LGB Policy Local Academy LGB Policy
Review Frequency:	Every 3 years or in response to change in legislation or Government Policy.
MAT Approval Body:	1 <sup>st</sup> September 2016
MAT Director Responsible:	[TBC ]
Date of Last MAT Review:	26 <sup>th</sup> May 2016
Date of Next MAT Review:	25 <sup>th</sup> May 2019
Other People:	[Name and role of other key person or people required to ensure adoption and implementation of the policy across the MAT]
Appendices:	A: Model Application Form for Remission of Charges.
Related Legislation:	Education Act 1996 Section 449-462 Complaints Procedures Act 1988 The Charges for Music Tuition (England) Regulations 2007 Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities. October 2014 'Charging Policy' document from the Council for Learning Outside the Classroom as referred to in above document.
To be Read in Conjunction with Exceptional MAT or Academy Policy:	Academy Policy for Visits and In-School Special Activities

Signed by the Chair of Board of Directors on behalf of  
The Exceptional Education Trust:

Date:

No of Pages in addition  
to this Cover Page: 6

# EET Charging and Remission Policy

## **1. Introduction**

- 1.1 The purpose of this policy is to ensure that individual Academies within The Exceptional Educational Trust (EET) have clarity over those items which cannot be charged for, those items which individual Academies provide free of charge and those items where there may be a charge.

## **2. Aims**

- 2.1 The aim of the policy is to ensure that all students who attend the Academies within the Exceptional Education Trust will have access to free education and valuable optional extra activities by setting 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.
- 2.2 This Academy is an inclusive community which and recognises that parents and carers encounter economic difficulties. Therefore, it is also the aim of this policy to ensure that no student will be left out of an activity because a parent or carer cannot, or will not, make a contribution of any kind.
- 2.3 To maintain the good reputation of The Exceptional Education Trust and its Academies by implementing this policy fairly and consistently in all instances to limit any complaint again the Trust of the Academies within it.

## **3. Responsibilities**

- 3.1 The EET Board of Directors is responsible for ensuring that the Local Governing Bodies of the Academies within the MAT have a Charging and Remissions Policy in place and that there is fairness and consistency across the MAT Academies.
- 3.2 The Local Governing Body (LGB) of this Academy is responsible for adopting a clear Charging and Remissions policy; this may be delegated to a sub-committee of the full LGB and is named on the cover page for this policy. In addition, it is the responsibility of the LGB to act consistently and fairly when dealing with appeals in relation to applications to the Academy Hardship Fund. If there is a named Local Governor who responsible for this policy, he or she is named on the cover page for this policy.
- 3.3 The Principal is responsible for ensuring that working arrangements allows for the full implementation of the Charging and Remissions policy, that all employees are aware of the policy and related procedures and comply with legal requirements. The Principal is responsible for ensuring that that working arrangements and staff awareness ensure that parents on low incomes and in receipt of the benefits listed in 5.2 are informed of the support available to them when being asked for contributions towards the cost of Academy visits.
- 3.4 The named member of staff with responsibility for Academy Trips and Visits is responsible for ensuring that the Charging and Remissions policy is adhered to when an Academy visit takes place. In particular, they are responsible for ensuring that those organising visits inform parents on low incomes and in receipt of the benefits listed in 5.2 of the support available to them when being asked for contributions towards the cost of Academy visits.
- 3.5 Staff are responsible for ensuring their familiarity with and understanding of the Charging and Remissions policy and comply with it when carrying out their duties. Where the policy or related procedures are not understood, it is the responsibility of staff to direct questions to the named member/s of staff named on the cover sheet of this policy. In particular, they are responsible for ensuring that parents on low incomes and in receipt of the benefits listed in 5.2 are informed of the support available to them when being asked for contributions towards the cost of Academy visits.

## **4. Policy Statement**

- 4.1 No charges will be made unless this policy is in place.

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- 4.2 The EET and its Academies will not charge or ask for contributions towards:
- for admission, or any part of the admissions process, to any of our Academies;
  - education provided during Academy hours (including the supply of any materials, books, instruments or other equipment);
  - education provided outside Academy hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education;
  - instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent;
  - entry for a prescribed public examination, if the student has been prepared for it at the Academy;
  - examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy.
- 4.3 The EET and its Academies may charge or ask for contributions towards:
- materials, books, instruments or equipment where the child's parent wishes him or her to own them;
  - optional extras as defined below
  - music and vocal tuition, in limited circumstances as outline below
  - community facilities
  - acts of wilful damage, neglect or loss of Academy or third party property to cover the cost of replacement or repair at the discretion of the Principal.

### **5. Remission of Charges**

- 5.1 Whenever charges are made in respect of Academy activities and Music Tuition, there are students whose family circumstances may exempt them from payment. The Academy will consider remission of payment for all or part of the charges, taking into account individual circumstances. Individual applications must be made in line with section 5.4 for each individual event for which remission of part of the charges is required.
- 5.2 Financial support will only be considered if the if the parent/guardian is in receipt of income support, Income Based Jobseekers' Allowance (IBJSA), disability living allowance, Support part VI of Immigration and Asylum Act 1999, Child Tax Credit providing that Working Tax Credit not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2015/16) or guarantee element of State Pension Credit.
- 5.3 If the parent/carer is in receipt of a Universal Credit letter confirming previous payments. it is to be brought into Academy.
- 5.4 The process for Parents and carers to make an application to the Hardship Fund is as follows:
- The parent or carer makes a formal application using the Form for the Remission of Charges;
  - They provide suitable evidence in the form of Income Support documents as detailed in 5.2;
  - The Principal makes a decision. Copies of all documentation will be securely retained by the Academy to ensure there is an audit trail.
  - The decision may be made not to make charges in respect of a particular application.
  - The Academy may decide to make a partial or total contribution depending on the number of applications and circumstances.
  - Appeal applications are made to the Governing Body in writing by letter or email.

### **6. Optional Extras**

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- 6.1 We provide a range of activities that are classed as optional extras. Where an optional extra is being provided, we may charge for providing materials, books, instrument or equipment. Optional extras that we may charge for are:
- a) Education provided outside of Academy time that is not:
    - part of the national curriculum;
    - part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy; or
    - part of religious education
  - b) examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy;
  - c) transport (other than transport that is required to take the student to Academy or to other premises where the local authority/governing body have arranged for the student to be provided with education);
  - d) board and lodging for a student on a residential visit;
  - e) extended day services offered to students (for example breakfast club, after-Academy clubs, tea and supervised homework sessions).
- 6.2 In calculating the cost of optional extras an amount may be included in relation to:
- a) materials, books, instruments, or equipment provided in connection with the optional extra;
  - b) the cost of buildings and accommodation;
  - c) to cost of non-teaching staff;
  - d) the cost of teaching staff engaged under contract for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
  - e) the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- 6.3 We will never charge more than the cost of providing the optional extra. This is calculated by divided equally by the number of students participating and does not include a subsidy to cover the cost of those parents who are unwilling or unable to pay the full charge.
- 6.4 We will never charge for the cost of alternative provision for students who do not wish to participate. We will not charge for supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential visit.
- 6.5 Parental choice underpins the provision of optional extra activities and we will only provide optional extra activities where we have parental agreement to do so and ensure that parents are willing to meet the extra charges.
- 6.6 When charging for a particular activity, we will make clear to parents how the charge has been worked out, who might qualify for help with the cost or get it free.

### **7. Voluntary Contributions**

- 7.1 We may ask for voluntary contributions to the Academy for general funds or to fund particular activities that will enrich the education of the students. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. This is detailed on letters to parents as 'If families have financial difficulties please contact [name of individual Academy]'.  
7.2 If insufficient voluntary contributions are raised to fund an activity, or the Academy cannot fund it from some other source, then we will cancel the activity. If the activity is cancelled, we will repay any monies to parents.  
7.3 We will never ask for contributions that are more than the minimum amount (calculated as the cost of the activity divided by the total number of students taking part).

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- 7.4 We are committed to ensuring fair access and will not excluded from any activity because his/her parents are unwilling or unable to pay.
- 7.5 There is no obligation for a parent to make a voluntary contribution and the Academy will in no way pressure parents to make contributions, or disclose the identity of the student whose parent could not, or did not want to, make the payment.

### **8. Academy Visits and Activities**

- 8.1 No charge will be made for activities taking place during, or mostly during the Academy day are free.
- 8.2 No charge will be made for activities outside the Academy hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.
- 8.3 Charges will be made if the activity occurs out of Academy hours if it an optional extra as defined above.
- 8.4 If the activity falls partly within the Academy day but mainly out of Academy hours (e.g. leaving Academy an hour or so early with the activity going on late into the evening), then charges may be made as this counts as out of Academy hours.
- 8.5 In order to make visits or activities viable, parents may be asked to make a voluntary contribution towards the cost of the visit/activity.
- 8.6 The EET and its Academies recognises that for the successful running of an educational visit, especially residential and overseas visits, often requires the support of helpers and family members. The EET and its Academies will not enforce payment from these individuals as this could restrict future trips.
- 8.7 Any helpers or family members not assisting and providing educational support should not financially benefit from attending.

### **9. Residential Visits**

- 9.1 For residential trips which take place largely during Academy time (more than 50% of the total time), or are essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, a charge will be made for board and lodging only.
- 9.2 For residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, and the amount of Academy time on the trip is less than 50% of the total time, a charge may be made up to the full cost of the trip.
- 9.3 We will never charge for more than the actual cost of the visit and we will not charge for supply teachers to cover the cost of covering teachers' lessons accompanying students on a residential visit.

### **10. Examination Entries**

- 10.1 An examination entry fee may be charged to parents if:
  - a) The examination is on the set list, but the student was prepared for it outside the Academy.
  - b) The examination is not on the set list but the Academy arranges for the student to take it.
  - c) the Academy has prepared a student for the examination and it considers that for education reasons the student should not be entered but the parent wishes to the students to be entered. In these circumstances, if the students subsequently passes the examination, the Academy will refund the cost.
  - d) a student fails without good reason to complete the requirements of any public examination where the Academy paid or agreed to pay the entry fee

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## **11. Music Tuition**

- 11.1 Charges will normally be made in respect of individual music tuition and group music tuition up to and including 4 students. Where parents request group music tuition, and the group is larger than 4 students, we may charge
- 11.2 We will never charge at a cost exceeding the total cost of provision, including the cost of the staff who provide the tuition.
- 11.3 No charge will be made where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the student.
- 11.4 We will never charge in respect of a students who is looked after by a local authority (within the meaning of Section 22(I) of the Children’s Act 1989).

## **12. Other Education Resources**

- 12.1 Students are required to provide basic equipment such as pen, calculator and dictionary. The Academy will provide all material required for the study of the National Curriculum.
- 12.2 Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be made for the cost of the materials retained.

## **13. Damage to or loss of Property**

- 13.1 A charge will be made in respect of willful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or material). The charge will be the cost of replacement or repair, or a lower cost at the discretion of the Principal.
- 13.2 A charge will be made in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or material) belonging to a third party, where the cost has been recharged to the Academy. The charge will be the cost of replacement or repair, or a lower cost at the discretion of the Principal.
- 13.3 Where damage, neglect or loss has occurred as a member of a group, the cost will be divided among all those deemed responsible.

## **14. Transport**

- 14.1 Charges may be made when a residential activity takes place out of Academy hours. The amount charged will be calculated to cover the unit cost per student and may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.
- 14.2 We will not charge for:
  - a) transporting registered students to or from the Academy premises, where the local education authority has a statutory obligation to provide transport or for;
  - b) transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;
  - c) transport that enables a student to meet an examination requirement when he has been prepared for that examination at the Academy;
  - d) transport provided in connection with an educational visit, where that visit falls inside Academy hours.

# EET Charging and Remission Policy

## APPENDIX A: Model Application Form for the Remission of Charges

APPLICATION FORM FOR THE REMISSION OF CHARGES	
Norlington School & Sixth Form Norlington Way Leyton E10 6JZ	Tel: 020 8539 3055 Email: <a href="mailto:norlington@norlington.net">norlington@norlington.net</a>

To apply for a remission of a charge a parent/carer should complete this form with the following information.

<b>Family Name of Parent/Carer</b>		<b>Mr/Mrs/Miss/Ms/Dr</b>	
<b>Forename:</b>		<b>Relationship to Student:</b>	
<b>Full Postal Address:</b>			
<b>Postcode:</b>		<b>Phone Number:</b>	
		<b>Mobile Number:</b>	

Please give details below of each dependent child who is in full time attendance at the Academy for whom you wish to apply for remission.

Full Names of Children	M/F	Dates of Birth	Class/es

<b>Name of Activity:</b>		<b>Date of Activity:</b>	
<b>Please state the reason/s why you are requesting remission:</b>			

I wish to apply for remission of charges for the educational activity detailed above:

Signature of Applicant:

Date:

Please return the completed form to the school office in an envelope addressed to the Principal and marked confidential.

<b>For Academy Use only:</b>	Yes / No	Reason:
<b>Signed by:</b>		
<b>Position:</b>		
<b>Date:</b>		