

# Charging and Remissions Policy

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## Elliot Foundation Academies Trust Values

### 1. Put children first

- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

### 2. Be safe

- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

### 3. Be kind & respect all

- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

### 4. Be open

- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

### 5. Forgive

- a. We all make mistakes
- b. Admit them, learn from them and move on

### 6. Make a difference

- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others

## Related policies and documents

- The academy's Equal Opportunities Policy/Equality Statement
- The academy's School Visits Policy

## Definitions

- Where the word 'Trust' is used in this document it refers to The Elliot Foundation Academies Trust.
- Where the term 'Finance Committee' is used in this document it refers to the Finance sub-committee of The Elliot Foundation Academies Trust board

## 1. Policy statement and objectives

- 1.1. The Elliot Foundation Academies Trust recognises the valuable contribution that the wide range of additional activities, including clubs, out of academy trips, residentials and experiences of other environments, can make towards pupils' all-round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child).

## 2. Principles

- 2.1. This is a statutory policy and applies to all academies within the Trust. It is approved by the Finance Committee on behalf of the Trust Board.
- 2.2. The core principle is to ensure take up of activities outside the national curriculum is maximised by all pupils irrespective of their parents ability to pay, whilst not adversely impacting the financial ability of the school to deliver the curriculum.

## 3. Charging

- 3.1. Our academies will not charge for:
- a) Education provided during academy hours (including the supply of any materials, books, instruments or other equipment);
  - b) 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 pupil is being prepared for at the academy, or part of religious education;
  - c) 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 academy, or part of religious education;
  - d) Admission applications to our academies;
- 3.2. Our academies reserves the right to make a charge in the following circumstances for activities organised by the academy:
- a) *Academy trips and residentials in academy time*: the board and lodging element of the residential experience and outdoor pursuit courses;

- b) *Activities outside academy hours:* the full cost for each pupil for journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- c) *Materials:* the cost of materials or ingredients for subjects where parents have indicated in advance that they wish to own the final product;
- d) *Acts of vandalism and negligence:* our academies reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil/student;
- e) *Use of community facilities.*

3.3. Our academies may charge parents for the following optional extras:

- 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 pupil is being prepared for at the academy.
  - Religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the academy
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

3.4. When calculating the cost of optional extras, the academy will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

3.5. The academy will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place

during academy hours, we will not charge for the cost of alternative provision for those not participating.

- 3.6. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra.
- 3.7. Academies may charge a nominal fee for verification letters for parents/ signing of passport applications etc.

## **4. Remissions**

- 4.1. Our academies may remit charges in full or in part to other parents after considering specific hardship cases. The academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission.
- 4.2. Charges for board and lodging are automatically remitted where the parents meet certain criteria. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. This exemption will be reiterated in any correspondence regarding a residential trip.

## **5. Insurance**

- 5.1. Any additional insurance costs will be included in charges made for trips or activities. Most trips in this country are covered in full by the RPA, so additional cover will not be required.

## **6. Voluntary contributions**

- 6.1. Nothing in this policy statement precludes our academies from inviting parents to make voluntary contributions. Our academies should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip or activity may be cancelled.

## **7. Charging and Remissions Procedures**

- 7.1. Academies will follow these procedures:
  - a) Staff organising a trip, visit, club or activity will notify parents in advance of any likely costs. This will be done by letter, with a reply slip for parents to

accept the proposed costs. The letter will contain details of remission arrangements as set out in the Charging and Remissions Policy.

- b) The organising member of staff, in agreement with the academy's Finance department, will set out the arrangements for collection of costs to parents.
- c) The organising member of staff will agree the process for the collection of monies with the academy's Finance department.
- d) Collection of unpaid or late monies will be the responsibility of the academy's Finance department.
- e) The academy's Finance department will keep accounts of all trips, visits, clubs or activities.
- f) Where an academy uses an online system for collection of monies then that system's processes may be used instead.

## 8. Additional Considerations

- 8.1. The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end each academy will try to adhere to the following guidelines:
  - Where possible the academy will publish a list of visits (and their approximate cost) at the beginning of the academy year so parents can plan ahead;
  - The academy will establish a system for parents to pay in instalments;
  - When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip;
  - The academy and Local Governing Body acknowledges that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and therefore will seek to avoid that method of selection, where there are a finite number of possible attendees.

## 9. Legislation

- 9.1. This policy has been written in accordance with :
  - Sections 449-462 of the Education Act 1996
  - The Charges for Music Tuition (England) Regulations 2007
  - The Education (Prescribed Public Examinations) (England) Regulations 2010
  - DfE (2014) 'Charging for School Activities'
  - DfE (2017) 'Governance Handbook'
  - The Elliot Foundation Academies Trust Funding Agreement

## 10. Review Period

10.1. This policy will be reviewed every two years by the Trust Finance Committee.