



Challenge for Achievement

The Russett Learning Trust Charging and Remissions Policy

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Director Involvement/Agreed final draft

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This is a *statutory* policy and it will be reviewed/amended October 2021.

Document Control

There is one controlled copy of this document on Trust Governor.

Working in Partnership with



THE RUSSETT SCHOOL

INTRODUCTION

This policy is compliant with sections 449 - 462 of the Education Act 1996 which sets out the law on charging for Academy activities in schools maintained by local authorities in England. The same provisions apply to Academies by their Funding Agreement with the DfE.

The Academy will ensure that it informs parents and carers on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of Academy visits.

The Directors/Trustees of the Russett Learning Trust are responsible for determining the content of the policy and the Executive Headteacher/Head of Academy for implementation. Any determinations with respect to individual parents will be considered by the Head of Academy in each setting, if necessary in consultation with the Chair of the LGC.

Education

Charges cannot and will not be made for:

- An admission application to the Academy.
- Education provided during Academy hours (Academy hours are defined as 50%, or more of the time spent on the activity), including the supply of any materials, books, instruments or other equipment.
- 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 examination that the pupil is being prepared for at the Academy, or part of religious education.
- Entry for a prescribed examination, if the pupil/student has been prepared for it at the Academy.
- Examination/course re-sit(s) if the pupil is being prepared for the re-sit(s) at the Academy.
- Swimming lessons for children in Key Stage 2. These take place in school time and are part of the Curriculum. We do not ask for a voluntary contribution towards Pool Hire because we are providing lessons as part of the Curriculum (see DfE - Charging for activities - Departmental advice for governing bodies, leaders, staff and local authorities - October 2014.) We inform parents when these lessons are to take place.

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- Education provided outside of Academy time that is:
 - a) **not** part of the National Curriculum;
 - b) **not** part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy;
 - c) **not** part of religious education.
- Examination/course entry fee(s) if the registered pupil/student has not been prepared for the examination(s) at the Academy.
- Transport other than that which is required to take the pupil/student to the Academy or to other premises where it has been arranged for the pupil to be provided with education.

- Board and lodging for a pupil on a residential visit.

The cost of optional extras may include:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing an instrument where the tuition is an optional extra.

It is the expectation that normally parents/carers will contribute at least 75% of the costs which are deemed 'optional extras' excluding any recommended subsistence costs.

Normally parents/carers will be expected to provide any food and drinks for pupils/students on a day trip. The Academy should make suitable arrangements for those pupils entitled to a free school meal.

Any charge made in respect of individual pupils/students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils/students participating. It will not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during Academy hours the charge cannot include the cost of alternative provision for those pupils/students who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from the Academy accompanying pupils/students on a residential visit.

Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

The Executive Headteacher will recommend any remissions to the Optional Extras policy based on any exceptional case.

Voluntary Contributions

Voluntary contributions may be sought from parents/carers in respect of academy activities including non-curricular off-site visits. If the activity cannot be funded without voluntary contributions, this will be made clear to parents/carers at the outset. It will also be made clear to parents/carers that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The Academy will make it clear to parents at the outset the policy for allocating places on Academy visits.

Residential Visits

The Academy will not charge for:

- Education provided on any visit that takes place during Academy hours.

- Education provided on any visit that takes place outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed examination/coursework that the pupil/student is being prepared for at the Academy, or part of religious education.
- Supply teachers to cover for those teachers who are absent from Academy accompanying pupils/students on a residential visit.

The Academy will charge for:

- Board and lodging and the charge will not exceed the actual cost.

Remissions/Exemptions

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging may be remitted in full upon written request. To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Employment and Support Allowance Income Based
- Child Tax Credit, provided the annual taxable income, as assessed by the Inland Revenue is not in excess of £16,190.
- Families who also receive an award of Working Tax Credit do not qualify to claim for FSM.
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Children who receive Income Support (IS) or Income Based Jobseekers Allowance in their own right are also entitled to receive FSM
- Working Tax Credit run-on paid for 4 weeks after qualification ends for working tax credit
- Universal Credit

Transport

Parents will not be charged for the cost of:

- Transporting registered pupils to or from the Academy premise/s, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Local Governing Committee or LA has arranged for pupils to be educated.
- Transport provided in connection with an educational visit and which is incidental to education provided for which the Academy is not entitled to charge.

Approving Trips

It is the Executive Headteacher/Head of Academy's responsibility to approve all trips through EVOLVE.

However, in the following circumstances the Executive Headteacher/Head of Academy must discuss proposed trips with the Chief Executive Officer and secure their approval:

- any trip involving foreign travel
- any trip requiring a parental contribution exceeding £100
- any trip requiring an Academy contribution exceeding £100 per student
- any non-curricular trip where at least 75% of the total cost, not including recommended subsistence, is **not** met by parental contribution
- any trip which is likely to lead to public interest.

If in doubt, please refer to the Chief Executive.

Equality Statement

On considering this policy there are no significant issues. Equality will always be reviewed as and when necessary or in the light of any changes.

In accordance with its Public-Sector Equality Duty, the academy has given due regard to equality considerations in adopting this policy/procedure and is satisfied that its application will not impact adversely on members of staff or pupils who have a protected characteristic (age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, with the meaning of the Equality Act.

The Head of Academy will report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination under any of the protected characteristics.