



# SHARE MULTI ACADEMY TRUST

## CHARGING AND REMISSION POLICY

ACADEMIC YEAR 2016-17

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Author:	CP
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Approved by Trustees:	
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Signed:	CP

### Record of Alterations

Version 1.0	Original
Version 1.1	Minor amendments following Trustees' meeting
Version 1.2	Revised 27 <sup>th</sup> January 2015
Version 1.3	Revised 8 <sup>th</sup> April 2015
Version 1.4	Revised 17 <sup>th</sup> August 2016



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## 1 INTRODUCTION

The Trustees of SHARE Multi Academy Trust are committed to the principle of free education for all children educated within the Trust. The Trustees also appreciate that without some element of charging a number of educationally important activities would be severely restricted. Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the policy and of the two documents detailed below.

The following policy statement is drafted with regard to the parameters described in the Education Reform Act 1988. No charges for academy activities may be made to students or their parents except in accordance with this policy. The policy should be read in conjunction with the legal provisions of the Education Reform Act 1988.

## 2 EDUCATION

Charges are not made for admission to any academy within SHARE Multi Academy Trust or for activities that take place during academy hours. These activities include:

- Education provided during academy hours (or outside academy hours if it is part of the national curriculum or part of the specification for a prescribed public examination)
- Examination entry fees for public examinations for which registered students are being prepared at the academy (see 5.3)
- Instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Provision of books, equipment, materials or transport in relation to any activity. However, parents may be asked to contribute voluntarily towards the cost of materials or ingredients where the finished product will be owned by the student
- Non-residential trips and visits that take place substantially (50% or more) during academy hours (see Section 3). However, a contribution towards the costs will be requested but parents are under no obligation to contribute

## 3 VOLUNTARY CONTRIBUTIONS

The law does not prevent academies from asking for voluntary contributions for the benefit of the academy or any academy activities. Parents will be made aware that the contribution is not compulsory, and the children of parents who do not contribute will not be excluded from an activity simply because his or her parents are unwilling or unable to pay. If sufficient contributions cannot be raised and the shortfall cannot be made up, the visit or activity will have to be cancelled.

Where charges are not made but where contributions need to be requested to ensure financial viability of a trip or activity, information sent out to parents will include the following wording:

*'Under the Charging and Remission Policy, we request a contribution of £xx towards the cost of this activity. A student will not be excluded from the trip because his/her parents have not contributed. However, where such trips are dependent upon voluntary contributions, parents will be notified that sufficient contributions are necessary for the trip to go ahead.'*

In the event of an enquiry from a parent/carer as to how trip surpluses will be used, they will be directed to this policy (published on each school's website), which sets out:

*'When collecting monies for academy trips, the cost of the trip usually includes a contingency to cover actual costs. If, after meeting all the costs of a trip, the individual trip account is in surplus and this amounts to £7 per student or more, then the surplus will be shared out and a proportion returned to the parent(s)/guardian(s) of those students who originally contributed to the cost of the trip.'*

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Where an individual trip account is in surplus, but the surplus amounts to less than £7 per student, then the surplus will be retained by the Academy to be used for the benefit of pupils in any of the following ways:

- To provide individual students with financial support for an academy trip where, because of financial hardship, the pupil would otherwise not be able to attend
- To make a general financial contribution to the costs of the same trip in future years
- To make a financial contribution to the cost of running other trips in future years

The cost of specified trips (both residential and non-residential) may be met in full or may be subsidised for those pupils attracting Pupil Premium funding. Details of any subsidy available will be communicated to parent(s)/guardian(s).

## 4 ACTIVITIES FOR WHICH CHARGES ARE MADE

Charges can be made for:

- Materials, books, instruments or equipment where the student's parent(s)/Guardian(s) wishes him/her to own them
- Transport to education not arranged by the academy or local authority
- Activities provided outside academy time that are not part of the National Curriculum, examination syllabus, or statutory religious education (section 5)
- Residential trips (section 5.1)
- Musical and vocal tuition (section 5.2)
- Certain fees associated with public examinations (section 5.3)
- Private photocopying (section 5.4)
- Cost of damages (section 5.5)
- Certain early years provision

## 5 CHARGING FOR OPTIONAL EXTRA ACTIVITIES

Charges can be made for some activities that are known as 'optional extras'. Items that can be charged include materials, books, equipment, personalised uniform, instruments, accommodation, meals, activities and staffing.

### 5.1 RESIDENTIAL TRIPS

The board and lodging element on trips will always be charged for. This is irrespective of whether the trip has occurred within academy hours or not, or whether the trip has taken place to fulfil the requirements of the National Curriculum or as part of a prescribed syllabus. Additionally, if more than half of the trip takes place outside academy hours, the remaining costs will be charged for in full.

The cost of specified residential trips may be met in full or may be subsidised for those pupils attracting Pupil Premium funding. The cost of each trip automatically includes a charge to cover the cost of insurance whilst pupils are not on academy premises; this is currently 40p per day during the school day, 65p per day beyond the school day, and £1.30 per day for residential trips.

#### 5.1.1 REMISSION OF CHARGES

If a residential activity takes place largely during academy time and the parent(s)/guardian(s) is in receipt of the following benefits, an application can be made for some or all of the normal charge for the trip to be waived:



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- Income Support (IS) or Income Based Jobseekers Allowance (IBJSA);
- Universal Credit;
- The guarantee element of State Pension Credit;
- Support under part VI of the Immigration and Asylum Act 1999;
- Income related employment and support allowance;
- 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 **£21,000**

## 5.2 INSTRUMENTAL AND VOCAL MUSIC TUITION

Instrumental and vocal music tuition is provided by Musica Kirklees and is on a group or individual basis and a standard charge is levied according to a set scale. Musica Kirklees will make a loan charge or sell instruments to parents in circumstances where students use those instruments at home.

## 5.3 PUBLIC EXAMINATIONS

As mentioned in section 2 above, all normal costs associated with prescribed public examinations for students who are on the academy register are borne by the academy. This includes any costs associated with re-marks and re-sits where the academy has requested that these take place. The academy **will** make a charge for examination fees in the following circumstances:

- Examination re-mark or re-sit (requested by a parent(s)/guardian(s))
- entry to a prescribed public examination for which the academy has not prepared the student
- where a student, with his / her parents' agreement, is entered for a public examination against the recommendations of the academy
- where a student fails without good reason to complete the examination requirements

The academy **will waive** the recovery of examination fees in certain circumstances. Examples of reasons accepted by the academy are as follows: -

- Illness of the student confirmed by a medical certificate or where there is a valid reason known to the academy
- Exclusion of the student from the academy where the student was not asked to return for appropriate examinations
- Administrative error at the academy
- Consideration of individual cases on their own merit

## 5.4 PRIVATE PHOTOCOPYING

All photocopying costs associated with provision of the curriculum are borne by the academy.

## 5.5 DAMAGES

These include any damages to the fabric of the academy premises (such as a broken window) and the defacing, loss or breakage of books or classroom equipment. In such cases, especially where the damage is due to an unacceptable behaviour on the part of the student, parents/guardians will be asked to pay the cost of the repair or replacement. Such charges may be reduced or waived on an individual basis if this is deemed to appropriate on educational grounds, for example, in certain circumstances where a student has owned up to a misdemeanour.