

Charging & Remissions Policy



Approved: June 2021
Review date: November 2023
Responsible Officer: Chief Finance Officer

Trust Ethos, Mission, Vision and Values



The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

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Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the word 'Advisory Board' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

Where appropriate the AABs of individual academies will publish details of the procedures and practices to implement Trust policies.

The term 'Trust Executive Leadership Team' (ELT) is comprised of the Chief Executive Officer, Director of Education, Regional Director, Chief Finance Officer, Director of Corporate Affairs, Director of Operations, and Director of People Strategy.

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AAB members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to the ELT, Principals, Headteachers or Business Services Director within the Trust.

Where the phrase 'Principal' is used, this also refers to Headteachers.

Related Policies and Procedures

- Data Protection and Freedom of Information Policy
- Finance Policy
- Lettings Policy

1. Policy Statement

- 1.1. The Trust is committed to the general principle of free education.
- 1.2. The Trust recognises the valuable contribution that a wide range of activities, including academy visits, residential experiences and clubs, can make towards all aspects of students' education. The Trust would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of students at each of the academies in the Trust.

2. Scope and Principles

- 2.1. 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. This policy is applicable to all the academies in the Archway Learning Trust.

3. Charges

- 3.1. The Trust is responsible for determining the content of the policy and delegating the implementation of the policy to the Principal at each academy. Any determinations with respect to individual parents will be considered by the Principal of the respective academy.

4. Prohibition of charges

- 4.1. The Trust recognises that the legislation prohibits charges for the following:
 - an admission application to any of the academies in the Trust. No requests for financial contributions shall be made as any part of the admissions process;
 - education provided during an academy's normal hours (including the supply of any essential materials, books, instruments or other equipment);
 - education provided outside an academy's normal 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;
 - instrumental or vocal tuition, for students learning individually or in groups, unless the tuition provided is not an essential part of the curriculum or a public examination syllabus;
 - entry for a prescribed public examination, if the student has been prepared for it at an academy except where the student fails without good reason to meet any examination requirement for that syllabus;
 - examination re-sit(s) if the student is being prepared for the re-sit at an academy except where the student fails without good reason to meet any examination requirement for that syllabus;
 - education provided on any trip that takes place during academy hours;
 - education provided on any trip that takes place out of 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 an academy;
 - supply teachers to cover for those teachers who are absent from an academy accompanying students on a residential trip;

- transporting registered students to and from Academy premises, where the local authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the local authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when s/he has been prepared for that examination at an academy;
- transport provided in connection with an educational trip.

5. Charges

5.1. The following charges will be made:

- any materials, books, instruments, or equipment, where the student's parent wishes him/her to own them;
- the full costs of music or vocal tuition provided the tuition is not an essential part of the curriculum, whether in or out of academy time;
- certain early years provision;
- community facilities (see lettings policy);
- optional extras including but not exclusively:
 - education provided outside of academy time that is not part of the national curriculum, nor part of a syllabus for a prescribed public examination that the student is being prepared for at an academy nor part of religious education;
 - examination entry fees if the registered student has not been prepared for the examination at an Academy;
 - transport other than transport that is required to take the student to premises where the Academy has arranged for the student to be provided with education;
 - the full costs of board and lodging on residential visits;
 - extended day services offered to students (for example breakfast club, after school clubs, tea and supervised homework sessions);
 - the proportionate costs for an individual student of activities wholly or mainly outside academy hours to meet the costs for:
 - i. Travel
 - ii. Materials, books, instruments and equipment
 - iii. Non-teaching staff costs
 - iv. Teaching staff engaged under contracts for services purely to provide an optional extra including supply teachers engaged solely to provide an optional extra
 - v. Entrance fees
 - vi. Insurance costs
 - vii. Teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- re-sits for public examinations where no further preparation has been provided by an academy;
- costs of public examinations that a student has been entered for where the academy has decided there are educational reasons for not entering the student;
- costs of non-prescribed examinations, transport or examination fees;
- pre agreed charges to other educational institutions for the provision of alternative educational arrangements for their students.
- the costs of ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product;
- any other education, transport or examination fee unless charges are specifically prohibited as in (4) above;

- the costs (full or partial at the academy’s discretion) of breakages and replacements as a result of damages caused wilfully or negligently by students;
- 5.2. Where charges for goods or services attract VAT, the VAT will be added to the cost of the goods or service.
- 5.3. Parents will be notified in advance of any “optional extras” which an academy proposes to organise, and their estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made. It may not be possible to proceed with a planned “optional extra” if parents are not willing to meet the cost. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- 5.4. Freedom of Information Table of Disbursement Charges can be found in Appendix A, para 1.1.
- 5.5. The Trust will normally answer Freedom of Information requests free of charge. A charge may, however be made in circumstances where to provide the information requested will be excessive. See Appendix A, para 1.2. In determining this cost the Trust will consider the time taken to:
- Determine whether it holds the information requested
 - Locate the information or documents containing the information
 - Retrieve such information or documents
 - Extract the information from the document or other information source containing both it and other material not relevant to the request.

6. Remissions

- 6.1. Students whose parents are in receipt of support payments will receive a free lunch – see Appendix A, para 2.1. and para 2.2. In addition these students will be entitled to the remission of charges for board and lodging costs during residential academy trips that take place during academy hours.
- 6.2. In addition to the above there will be no charges for music and vocal tuition for any student who is looked after by the local authority.
- 6.3. For other charges parents in receipt of the above support payments can apply for a remission that will not exceed 50% of the amount charged up to a maximum of £110.

7. Voluntary contributions

- 7.1. The Trust may ask for voluntary contributions for the benefit of the Trust, an academy within the Trust or any academy activities. However if the activity cannot be funded without voluntary contributions, the Academy will make this clear to parents at the outset. It will also be made clear to parents that there is no obligation to make any contribution.

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

- That if insufficient voluntary contributions are raised to fund the activity, then the activity may be cancelled.
- That if a parent does not make a voluntary contribution their child will still be given an equal opportunity to participate in the activity.

8. Publication of this information

8.1. A copy of this policy will be published on the Trust website.

Appendix A

1.1 Freedom of Information Table of Disbursement Charges:

A4 black and white	10p per sheet
A3 black and white	20p per sheet
A4 colour	20p per sheet
A3 colour	40p per sheet
Memory stick	£10.00

1.2 The Trust reserves the right to charge for Freedom of Information Requests in circumstances where to provide the information requested will cost in excess of £450. A standard hourly rate of £25 will be used in determining the cost.

2.1 The relevant support payments to determine remissions and free school meals are:

- Income Support
- ~~Universal Credit in prescribed circumstances. These circumstances will be prescribed by the government once Universal Credit is fully rolled out~~
- Income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

2.2 The value of a free school meal is £2.30 per day. In addition academies may determine that they wish to provide those entitled to a free school meal with a further £0.70 for breakfast.