



TRUE LEARNING PARTNERSHIP

CHARGING AND REMISSIONS POLICY	
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Review Cycle: Annually	

This policy has been reviewed with due regard to the Trust's statutory requirements under the Equality Act 2010.

1. Introduction

We believe all our students should have an equal opportunity to participate in, and benefit from, a range of activities and visits, regardless of parental ability or willingness to pay. This policy describes our commitment to ensure a wide range of activities and visits are offered whilst minimising the financial barriers which prevent some students taking advantage of opportunities available.

This policy has been framed with regard to the DFE guidance 'Charging for School Activities' (May 2018) and the Education Act 1996 which clarifies the activities for which charges can be made or voluntary contributions sought.

The Act gives Trusts and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

TRUE Learning Partnership will operate the following policy on charges and contributions for school activities where such activities involve additional expenditure. Children eligible for Free School Meals may be able to have certain school activities costs subsidised through the use of other funding streams.)

2. Charges

Where applicable the Trust will charge in the following circumstances allowed by the Act:

- (a) The provision of music tuition given to students as individuals, or in groups, provided that the tuition is offered at the request of the pupil's parent. Typically, the contract is between the parent and the peripatetic music teacher¹. The school does not form part of the arrangement and at most provides room facilities only.

Charging may not be made if the tuition is given to fulfil:

- statutory duties relating to the National Curriculum, or
- requirements specified in the syllabus for a public examination, or
- first access to the Key Stage 2 Instrumental and Vocal Tuition Programme

The charge may include the cost of a teacher, the music and the hire and insurance of a musical instrument.

*No charge may be made in respect of a pupil who is looked after by the Local Authority (section 22 (i) of the Children Act 1989)

¹ Where the student is in receipt of Pupil Premium the contract remains between the parent and music teacher. The school typically provides a contribution towards the cost paid directly to the music teacher.

(b) Ingredients, equipment and materials for practical subjects such as Design and Technology. Materials may be charged for, or parents may be required to supply these, if the parents wish to own the finished product.

(c) Activities which take place wholly or mainly outside school hours.

A charge will be made for activities where the child's participation has been agreed in advance by the parents, unless this is provided specifically as part of a syllabus for a prescribed public examination or to fulfil statutory duties in respect of the National Curriculum or Religious Education.

The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity. See Section 8 – Education partly during school hours for further information.

(d) Residential trips.

A charge will be made for board and lodging arising from residential trips, but the charge must not exceed the actual cost. These board and lodging charges will be remitted in respect of students whose parents are in receipt of certain benefits;

- Income Support
- 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 applied 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)

(e) Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

(f) Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)

(Department for Education, 2018)

Remission (a full or partial waiver of fees) will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils statutory duties relating to Religious Education.

3. Examinations

No charge will be made for prescribed public examination entry when the student has been prepared for this by the school, but a charge will be made for any re-mark requests made by parents. If a student fails to arrive for an examination or to complete the coursework for this, the school may seek to recover the entry fee from his/her parents if no medical certificate has been received. The Trust reserves the right to charge for the cost of examination resits where no further preparation has been provided by the school.

4. Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly *during school hours*; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will, where applicable clearly state:

- (i) that the contribution is voluntary
- (ii) students will not be treated differently according as to whether their parents have contributed
- (iii) if the school is unable to raise enough funds the proposed activity may not take place
- (iv) a suggested amount for a contribution to cover costs

5. Broken equipment / Lost or damaged goods

The Trust reserves the right for all departments to charge students and/or parents a contribution towards the cost of replacement items where these have been lost or damaged as a direct result of misconduct on the student's part.

6. Lettings

The Trust may make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The charges to be applied at each school will be determined annually by the Headteacher and will take into consideration the cost of providing the facility along with local pricing policies and agreements. Please refer to individual school Lettings Policies for further detail.

7. Transport

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the local education

authority has a statutory obligation to provide transport;

- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.

8. Education partly during school hours

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below. In the case of non-residential activities:

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours, and no charge will be made.
- If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

Where a visit is residential, if the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, it will be deemed to have taken place during school hours and the school will not charge for the activity.

Example 1: Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

The remission (a full or partial waiver) of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school. Any charges for extended day services will be optional

9. School trip refunds

- In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.
- In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.
- In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy

10. Operation of the policy

- The Trust will always seek in a sensitive and caring way, and as far as resources allow, to support students and their families particularly those who receive support payments such as those listed above. Parents can contact Pastoral Staff or the linked Senior Leader, in confidence, for further advice.
- The Trust will ensure that a reference to the policy on charges for school activities is outlined in each School Prospectus annually so that parents are clear where and how to access it and will publish the policy on each School website.

Review date:

The Policy will be reviewed annually unless operating experience and/or changes in line with legislation require an earlier review.