



# GREENWOOD TREE ACADEMY TRUST

## **CHARGING AND REMISSIONS POLICY**

**MILBORNE ST ANDREW FIRST SCHOOL**

**Version: 1**

<b>POLICY DETAILS</b>	
Author:	Leadership Team
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Signed by Chair of LGB:	
Signed by Headteacher of School:	
Target Audience:	Staff/Pupils/Parents/Community

<b>POLICY HISTORY</b>			
<b>Approved on:</b>	<b>Version No</b>	<b>Next Review</b>	<b>Nature of Change</b>
10 October 2018	1	October 2021	New GTAT Policy

## **Introduction**

This charging and remissions policy complies with statutory requirements, has regard to the GTAT academy financial regulations policy on charging and is reviewed every 3 years.

There are four principles underlying the provisions on charging in the Education Reform Act 1996:-

- I. That education in schools should be free.
- II. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- III. That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- IV. Milborne St Andrew First School exercises its 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.

The school's policy on charging and remissions reflects these four principles.

## **Aims and Objectives**

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## **Activities without charge:**

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at school, or part of religious education.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

## **Activities with a voluntary contribution:**

There will be some trips or activities which the school cannot charge for but which the school considers to be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.

In addition to the statement above, the following also apply to any activity where a voluntary contribution is required:

- Charges for individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally between by the number of pupils participating.
- Charges must not include any subsidies for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- Trips and activities should not proceed if sufficient funds are not available to support the full cost. All trips and activities must be properly costed.

#### **Chargeable activities:**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
  - Part of the National Curriculum
  - Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
  - Part of religious education.
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside of school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art, Resistant Materials or Food Technology, where pupils take home a finished product.

A charge will be factored in to the overall cost to the school to cover miscellaneous costs e.g. online bank charges, memberships, insurance and other trip incidental costs.

#### **Further guidance on residential trips:**

There will be no charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside schools 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 school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit (although the cost of additional staff required to allow the visit may be included in the cost paid by parents).

The following guidelines will also apply to all residential visits:

- a) If a deposit is received but balance is not paid by the specified payment deadline, this means the child should not go on the visit.

b) Where the parents/carers of a pupil are in receipt of the following benefits (income support, jobseeker's allowance (income based), family credit or disability working allowance), the Governing Body will offer to remit in full the costs of Board and Lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National curriculum. However those parents/carers must pay the balance of the total costs of the residential trip.

c) Once a trip has been booked and a deposit paid – the full costs for which the school is liable has to be paid by the parent/guardian even if the subsequently withdraw from the trip.

d) The school will not be liable for refunds in the following situations;

- If the child withdraws from the trip.
- If the child is removed by the school on the grounds of behaviour related to health and safety.
- If the child is unable to participate due to medical reasons/accidents or injuries.

Parents are advised to take out travel insurance in order to be able to recover the cost in these eventualities.

e) With respects to the situations in point d) above, once all accounts have been settled with travel companies and all costs are paid, any remaining money (above the amount highlighted in the surplus funds section below) will be shared equally between the pupils who were removed or withdrew from the trip. This will be organised on a trip by trip basis.

f) The school will not be liable for refunding the cost due loss of equipment or belongings on the trip, parents are advised to take out travel insurance.

g) The school is covered for accidents/loss etc. by Zurich Insurance. However, parents are advised that they may purchase their own travel insurance should they wish.

### Refunds

Refunds will only be given in exceptional circumstances, including refunds of deposits, which are normally only given if another student/pupil volunteers to take up a previously booked place on a trip and pays the full balance of the activity/trip.

### Surplus funds on completion of trips

If upon completion of a school trip or excursion there are surplus funds held by the school, the total surplus amount will be divided by the number of participating students, and if this exceeds £5.00 per person, amounts above this limit will be refunded (i.e. if there is a surplus of £12.50 per person then £7.50 will be returned to the payee). This is to cover the administration cost of issuing the refund.

### Accidental loss or malicious damage of equipment

Milborne St Andrew First School will not make charges for accidental loss or damage of equipment but will seek to do so if the loss/damage is deemed to be the result of wilful negligence or malicious damage. This would include:

- There is a replacement cost levied for any lost/damaged library book. This will be requested by the librarian to the pupil. If the payment is not received, a reminder will be sent, following which the office staff will make reminder phone calls to the parent.
- Replacement homework diaries will be charged at the rate of the individual unit cost including any associated costs (for example reprinting costs if the school is required to order additional copies mid-year).

**Remissions Statement:**

In addition to the information already detailed in the residential visits section regarding the payment of boards and lodging, charges for other 'chargeable activities', may be fully or partially remitted.