Diocese of Gloucester Academies Trust

Coaley CofE Primary Academy

Charging and Remissions Policy

Status and Review Cycle;	Statutory and biennial
Responsible group:	The Trust
Implementation date:	December 2017
Next Review Date:	December 2019

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Policy Statement

1 The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated academies, are central to witnessing the value of the foundation.

2 DGAT recognise the valuable contribution that the wide range of additional activities, including clubs, out of school visits, residential trips and other experiences can make towards pupils' all-round education, contributing to their personal, social, moral and spiritual development.

3 **Purpose & Scope:** This policy is intended to provide guidance to Local Governing Bodies, Principals and all DGAT teaching and support staff regarding charging for specific activities, such as trip and visits.

Statement of intent

The Diocese of Gloucester Academies Trust (DGAT) is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'
- Our 'Funding Agreement'

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where the child's parents desire their child to own them
- Optional extras (see details below)
- Music and vocational tuition (in certain circumstances)
- Use of community facilities
- Certain early years provision(see 6.1)

3. Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum.
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Examination entry fees where the pupil has not been prepared for the examinations at the school

- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast, after school clubs, tea and supervised homework sessions.)

4. Examination fees

4.1. We may charge for examination fees if:

- If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the academy has paid an entry fee, the Local Governing Body may seek to recover the fee from the parent/carer;
- There may be a charge for examination entry where there is a request from the parent/carer for additional subject entries or resits.

5. Voluntary contributions

5.1. Within the education Act it is permissible for schools to ask for voluntary contributions from parents for school trips, visits and practical activities that enhance pupils' learning and broaden their experience. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

Examples where parents may be asked for a voluntary contribution include:

- Swimming
- Non-residential school trips
- Enrichment activities

5.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

5.3. In certain circumstances the option to pay in instalments will be offered.

5.4. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

6. Charges

6.1. The Governing Body reserves the right to make a charge in the following circumstances:

- Breakfast and Afterschool Club
- Nursery – may be able to claim for some hours from a government scheme so offsetting the total cost. Hours outside this are paid for by parents
- Pre-School
- Lettings
- Ancillary Charges

The scale of charges will be approved by the Governing Body on an annual basis.

7. Damaged or lost items

7.1. The academy may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

8. Remissions

8.1. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- 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 the amount currently in force.
- The guarantee element of State Pension Credit
- An income related employment and support allowance

8.2. The Governing Body may remit charges in full or in part to other parents after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

9. Monitoring and review

9.1. This policy will be reviewed at least every two years by the Trust.