



TRUST CHARGING AND REMISSIONS POLICY (Appx D)

1. Introduction

Section 457 of the Education Act 1996 requires the governing body of any maintained school or Academy to adopt a policy on charging and remission arrangements for school activities.

The principal circumstances in which charging is permissible under the Education Act 1996 are as follows:

2. School Trips

Residential (Essential) – For residential trips which are essential to the National Curriculum, in preparation for accredited examinations, a charge will be levied for board and lodging.

Residential (Non-essential) – For residential trips which are not essential to the National Curriculum, in preparation for prescribed examinations a charge will be levied up to the full cost of the trip.

3. Finished Materials

Where a pupil or parent wishes to retain items produced as a result of art or technology, a charge may be levied for the cost of the materials used.

4. Music Tuition

The governing body reserves the right to levy charges in respect of individual and group music tuition, if the teaching is not an essential part of either the national curriculum or an accredited qualification syllabus being followed by the pupil.

5. Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the national curriculum, or that form an essential part of the syllabus for an accredited qualification.

If a pupil is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

For all other activities outside school hours (eg. Curriculum+ Clubs), the governing body reserves the right to charge up to the cost of the activity.

6. Damage / Loss to Property

The governing body reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property and/or third party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Contributions are requested to cover educational visits and trips, swimming and other specific events.

8. Lettings

Refer to the school's Lettings Policy and the scale of charges determined annually by the MAT Board.

9. Remissions

If a student attracts an element of the Pupil Premium Grant the governing body reserves the right to remit some of the charges in respect of the student, if it feels it is reasonable in the circumstances, in the following matters:

- a) Music tuition
- b) Residential cost of trips
- c) Educational resources
- d) Educational trips, including rewards trips
- e) Uniform

The extent of remission will be decided by the Head of School and Chair of Governors and normally some contribution should still be forthcoming.

10. ParentPay

It is the aim of the Multi Academy Trust to have cashless schools and therefore all parents are now asked to pay online using the ParentPay system. An account will need to be set up by the parent and then all payments for trips and events are made online.

The ParentPay process also asks you to give permission for your child to take part in the trip or event as you make your payment. This is very important, as without this permission, your child will not be able to go.

If there is any issue with making the full payment for a trip or event, then it is important to speak to the school office as soon as possible. If you do not pay in full, you will still need to log in and give permission for your child to take part and ParentPay will need to be amended by the office to allow you to do this.

All parents are asked to make a contribution towards school activities, however small. Where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

If you are unable to pay for financial reasons, please arrange to discuss your situation with a member of the Leadership Team or Head of School so we can assist.

11. Refunds

As Academies are non-profit, publicly-funded organisations, it is not possible to issue refunds for charged services, except for periods of illness where the following will apply:

Lunches – paid for in advance so food supplies can be ordered. Once booked, lunches can only be cancelled due to illness **from Day 3** of absence (ie. with 48 hours' notice). Parents should make a request at the office which will be checked, and any refund put back on their payment account for rebooking.

Breakfast Club/Night Owls – cancellations with 24 hours+ notice will incur no charge; for same day or -24 hours cancellations, these will be charged. Parents can amend their own bookings on the new 'Magicbooking' system before the deadline only. After the deadline, bookings cannot be amended and charges will apply.

Curriculum+ Clubs – no refunds, charges are made to cover club running costs in advance from sign-up.

Swimming – no refunds, charges cover travel, pool Instructor and Lifeguard costs made in advance.

Music – no refunds, Music Tutors may arrange to provide additional sessions at a later date if possible.

Trips – no refunds, charges are made to cover the costs made by the travel company and provider in advance.

Residential Visits – a non-refundable deposit is required when booking; further payments may or may not be refunded depending on the individual provider terms and conditions advertised prior to booking.

Refunds as a result of COVID19 only

Lunches – credits will be given where a confirmed case of COVID requires a pupil to isolate for 10 days, excluding same day cancellation.

Trips – credits will be given where the trip is cancelled due to a whole cohort or class isolating as a bubble.