



Charging and Remissions Policy

Newbury Academy Trust

March 2018

Charging and Remissions Policy

1. Introduction

- 1.1. "Academy", "Academy Trust" all refer to Newbury Academy Trust, Love Lane, Newbury, Berkshire, RG14 2DU. School refers to one of the three schools within the Newbury Academy Trust, Trinity School, Love Lane, Newbury, Berkshire, RG14 2DU; Fir Tree School, Fir Tree Lane, Newbury, Berkshire, RG14 2RA; Speenhamland School, Pelican Lane, Newbury, Berkshire, RG14 1NU.
- 1.2. The term Governor refers to both Full Governing Body Trustees and Local Governing Body Governors.

2. Aims

- 2.1. The Newbury Academy Trust wishes to make a broad programme of activities accessible to as many students/pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the Trust budget. It also defines other circumstances when the Trust may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

3. Policy objectives

- 3.1. **Charging** No student/pupil should have his/her access to the curriculum limited by charges. However, the Trust reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made the Trust reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.
- 3.2. **Voluntary Contributions** Where a charge cannot be made (as is often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a student/pupil is allowed to participate.
- 3.3. **Remissions** The Trust will apply the statutory minimum remissions to any charges that they make. In addition, a remission of 50% of charges and voluntary contributions will be offered to families who are entitled. However no student/pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.
- 3.4. In the case of particular need, remission outside these parameters will be at the absolute discretion of the Headteacher/ Trustees.

4. Information

- 4.1. Charges will be made for copies of information in line with the Trust's Freedom of Information (FOIA) Request Procedures.

5. Liability for personal property

- 5.1. The school does not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution for the replacement of a lost or damaged item may be made at the absolute discretion of the Executive Headteacher.

6. Practice and procedures

- 6.1. Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions:

A - Activities which are AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination

A1 Charging

It is not normally possible to charge for these activities.

Where a charge is allowed (see below), it may not exceed the cost that can be apportioned to the pupil's participation. If the cost of the chargeable element of an activity is expected to exceed the sum of the charges received then the organiser should ensure funds to balance are available by reference to the Headteacher. The school will normally ask for a contribution where the law permits it:

- a. the cost of board and lodging for all residential activities subject to full remission being given those pupils whose parents are receiving Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or income-based Jobseekers' Allowance, Pupil Premium
- b. musical instrument tuition for pupils, if the teaching is not an essential part of the either the national curriculum or a public examination syllabus,
- c. activities that take place during lunch breaks,
- d. the services of a non-school organisation employed during school hours,
- e. Reimbursement for materials used in the production of an article where the pupil's parent has indicated that he / she wishes the article to be owned.
- f. Public examinations, only where without good reason a student fails to complete the requirements of the examination, or an examination on the school's set list has not been studied for by the student at school, or the examination is not on the school's set list.

A2 Voluntary contributions

These may be asked for, but this must be done in line with the stated objectives of this policy. Organisers of activities will normally ask for voluntary contributions to cover the costs of:

- travel
- materials, books and equipment (I.e. Sketch books and revision guides)
- Swimming lessons for Primary School pupils.
- costs for specialist teachers and workshops
- associated administrative and support staff costs
- tickets and entrance fees.

The organiser is expected to have constructed a balanced budget in advance. When arranging an activity the voluntary contribution requested may be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, with an allowance for a contingency.

When writing to parents the benefit and educational aims of the activity must be described along with any risks associated. A request for voluntary contributions must make it clear that:

- there is no obligation to make a contribution,
- no pupil will be treated differently or not allowed to participate according to whether a contribution has been made,
- it may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

B - activities available to our pupils that take place outside, or mainly outside, school hours that are NOT AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination ('extra-curricular activities')

B1 Charging

A charge may be levied in order to support the wide range of additional extra-curricular activities arranged by the school. The organisers of activities will normally determine a charge to cover the costs of:

- travel, board and lodging
- materials, books and equipment
- associated administrative and support staff costs
- tickets and entrance fees.

For an extra-curricular activity the charge should be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, an allowance for a contingency to cater for any reasonable unforeseen shortfall in income or increase in expenditure.

When writing to parents the benefit and aims of the activity must be described along with any risks associated, it should also refer to voluntary contributions.

7. Associated policies

- The Newbury Academy Trust School Fund Policy
- Freedom of Information Act Request Procedures
- Newbury Academy Trust Trip Application Procedures

8. Management of policy

8.1. **Staff:** This policy is implemented and managed by the Executive Headteacher

8.2. **Governors and Trustees:** Members of the Newbury Academy Trust Finance, Staffing and Premise Committee review this policy on a regular basis and recommends amendments to the Full Governing Board (Board of Trustees) for the final decision.

Authorised by	Resolution of the Board of Trustees
Date	14 th March 2018
Effective Date of the Policy	14 th March 2018
Effective Date for Review	March 2020