

CHULMLEIGH ACADEMY TRUST

CHARGING AND REMISSIONS POLICY

Approved by the BoD 1 December 2016

CHARGING AND REMISSIONS POLICY

1. Introduction

- 1.1 The purpose of the policy is to ensure that there is clarity over those items which the Trust will provide free of charge and for those items where there may be a charge, or in respect of items towards which the Trust may seek voluntary contributions.
- 1.2 The policy takes into consideration Department for Education guidance and complements the Trust's other policies.

2. Definition of School Hours

School Hours are defined as:

- 2.1.1 8.55 am to 3.40 pm at Chulmleigh College
- 2.1.2 9.15 am to 3.30 pm at Chulmleigh Primary School
- 2.1.3 9.00 am to 3.25 pm at Burrington Church of England Primary School
- 2.1.4 9.00 am to 3.30pm at Lapford Primary School
- 2.1.5 9.00am to 3.30pm at East Worlington Primary School

3. Responsibilities

The executive headteacher will ensure that staff are familiar with and correctly apply the policy. The Directors will review the policy every two years.

4. Policy statement

- 4.1 During School Hours all activities that are a necessary part of the Trust's curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the Trust's curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.
- 4.2 There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:
 - 4.2.1 the examination is on the set list, but the pupil was not prepared for it at this school
 - 4.2.2 the examination is not on the set list but we arrange for the pupil to take it
 - 4.2.3 a pupil fails without good reason to complete the requirements of any public examination where the Trust originally paid or agreed to pay the entry fee.
- 4.3 Voluntary contributions may be sought for activities which take place mainly during School Hours which entail additional costs, for example field trips. In these circumstances no pupil will be treated differently on the grounds that his/her parents cannot or will not make a contribution, but if insufficient funds are available it may be necessary to curtail or cancel activities which rely upon voluntary contributions.
- 4.4 From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during School Hours. Such organisations may wish to charge

parents, who may, if they wish, ask the executive headteacher to agree to their child being absent for that period.

4.5 The Trust will make a decision on whether it is financially viable to proceed with an activity on the basis of and in reliance on charges or voluntary contributions received from parents in advance of the activity, and accordingly payment should be considered by parents to be non-refundable, save to the extent detailed in paragraph 13 of this policy.

4.6 Appendix 1 is a flow chart produced by the Council for Learning Outside the Classroom, which summarises the process for determining whether an activity is deemed to take place in school hours.

5. Optional activities outside of School Hours

We will charge for activities provided outside of School Hours, for example a visit to another country during the school holidays. Such activities are not a compulsory part of the National Curriculum or religious education nor are they part of an examination syllabus.

6. Non-residential activities taking place partly during School Hours

If a non-residential activity happens partly inside School Hours and partly outside of it, there will be no charge if 50% or more of the time to be spent on the activity falls within School Hours. Conversely, if more than 50% of time spent falls outside of the School Hours, compulsory charges will be made to cover the cost, if any. When such activities are arranged parents will be told how the charges were calculated.

7. Residentials taking place mainly during School Hours

Charges will normally be made for board and lodging for residentials mainly taking place during School Hours (e.g. mid-week residentials), except for pupils whose parents are in receipt of eligible benefits (as defined in paragraph 12). In some circumstances, the Trust may seek voluntary contributions in addition to such charges to cover other costs relating to the activity. A residential will be deemed to take place mainly during School Hours if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day. See also appendix 1

8. Residentials taking place mainly outside of School Hours

We will charge for the cost of residentials taking place mainly out of School Hours (e.g. weekend only residentials, or those taking place during school breaks), and attendance on those residentials will be subject to full payment of those charges by all pupils who wish to attend. See paragraph 7 for details of how we will calculate whether a residential takes place mainly outside of School Hours

9. Minibus

Only pupils of the schools, school staff or parents may be charged for travel in the minibus, and charges will be made only where the Trust is permitted by law to make a charge for transport (though voluntary contributions may be requested where the Trust is not permitted to make a charge). Charges made will cover only actual costs incurred, including depreciation; the service should not make a profit for the Trust.

10. Calculating charges and voluntary contributions

10.1 When charges are made or voluntary contributions are sought for any activity, whether during or outside of the School Hours, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not pay.

- 10.2 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

11. Music Tuition

In cases of hardship the directors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils whom they consider will benefit from such tuition.

12. Eligible benefits

Eligible Benefits are:

- 12.1 Universal Credit in prescribed circumstances;
- 12.2 Income Support (IS);
- 12.3 Income Based Jobseekers Allowance (IBJSA);
- 12.4 support under part VI of the Immigration and Asylum Act 1999;
- 12.5 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 £16,190 (financial year 2013/14);
- 12.6 the guarantee element of State Pension Credit;
- 12.7 an income related employment and support allowance that was introduced on 27 October 2008.

13. Refunds

- 13.1 In the event that a child is unable to attend an activity for any reason, the Trust will refund any element of the charge or voluntary contribution paid by the parent which relates to costs saved as a result of the child's non-attendance. In some cases, this may result in a full refund, a partial refund or no refund.

Examples of how this may work in relation to partial refunds include the following:

- 13.1.1 a theatre does not charge the school for tickets for a non-attending pupil: the cost of the ticket will be refunded, but the cost of the coach will not be refunded as the cost of the coach will remain the same despite the non-attendance of the pupil.
 - 13.1.2 a theme park requires a non-refundable deposit, but does not charge for the balance of the ticket for non-attendance: the balance would be refunded, but not the deposit, as the school is still required to pay the deposit.
 - 13.1.3 a child is unable to attend a residential trip to France due to illness, and the Trust is able successfully to claim the cost of the trip from its insurers, less the applicable excess: the amount paid out by the insurer will be refunded to the parent.
- 13.2 If the non-attendance is due to exceptional circumstances (e.g. family bereavement) the parent may apply to the school for a full refund, and due consideration will be given to the request. For the avoidance of doubt, illness, lateness (e.g. arriving after the coach has departed) or exclusion from the activity as a result of poor behaviour will not usually be considered to be exceptional circumstances.

14. Excess Funds

In line with paragraph 10.1, the Trust will make every effort to ensure that the correct amount is collected to cover the actual cost of an activity. However, in the event that the total monies received from parents in relation to an activity exceed the actual cost, the excess funds will be divided proportionally between the

parents' respective contributions and refunds issued, unless the average amount refunded would equal less than £2.00 per child, in which case the excess funds will be paid into the Trust's Trips Subsidy Fund to subsidise future activities.

Appendix: Charging for activities out of school hours

