

Scholars' Education Trust

POLICY TITLE: CHARGING AND REMISSIONS

STATUS STATUTORY

REVIEWED BY: TRUST BOARD

DATE DUE: SUMMER 2018

DATE OF APPROVAL: 16th May 2018

DATE OF REVIEW: SUMMER 2022

AUTHOR: Chief Operations Officer

AIM

The aim of the Charging and Remissions Policy is to ensure that, during the school/academy day, all children have full and free access to a broad and balanced curriculum. The School day is outlined in Appendix A.

RELATIONSHIP TO OTHER POLICIES:

Equality

ROLES AND RESPONSIBILITIES

The Headteacher will ensure that:

- All activities that are a necessary part of the National Curriculum plus Religious Education are provided free of charge. This includes materials, equipment and transport to take students between the school/academy and the activity.
- The school/academy reserves the right to make a charge for optional extra activities. Where a charge is made, participation will be on the basis of parental choice and a willingness to meet the charges. Such charges will not exceed the actual cost divided by the number of students willing to participate.
- The charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or guardians are in receipt of:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Working Families' Tax Credit
 - Disabled Person's Tax Credit

- If a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.
- The school/academy will make a charge for entry for a prescribed public examination, if the candidate has not been prepared for it at the school.
- The school/academy will make a charge for examination re-sits if the student is being prepared for the re-sit(s) at the school.
- The school/academy will make a charge for individual music tuition whether within or outside school hours where such tuition does not form part of the syllabus and is not required by the National Curriculum.
- Voluntary contributions may be sought for any other activity. Where such activity takes place within school hours no student will be excluded because his/her parent has not contributed. However, unless the cost of an activity is substantially covered by parent contributions, the activity may not take place for any of the students.
- Voluntary contributions may be sought for all consumable material used in Food technology and CDT. The school may charge for, or require the supply of, ingredients or materials if parents have indicated in advance a wish to own the finished product.
- All journeys involving a charge should be costed as precisely as possible – i.e. charges should cover the cost but not aim to make a surplus.
- If there should be a surplus from any journey this will be returned to parents if it exceeds 10% of the cost or £10 ((whichever is the greater). Surpluses below that amount will be retained for use in school.

ADDITIONAL CONSIDERATIONS

The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the Trust will try to adhere to the following guidelines:

- Where possible the Trust will publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- The Trust will establish a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- The Trust acknowledges that offering opportunities on a 'first pay, first served' basis discriminates against students from families on lower incomes and we will avoid that method of selection.

ARRANGEMENTS FOR MONITORING AND EVALUATION

The Finance & Audit Committee will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the schools extended services on those children most in need of additional support.

MONITORING AND EVALUATION

This policy will be evaluated every 4 years by the Finance & Audit Committee.

- Equalities impact assessment considered

Appendix A

The School Day

Harpenden Academy	Reception	08.30 – 15.00 Mon – Thurs 08.30 – 14.00 Fri
	Yrs 1-6	08.30 – 15.20 Mon – Thurs 08.30 – 14.20 Fri
Priory Academy		08.30 – 15.00
Robert Barclay Academy		08.40 – 15.00
Samuel Ryder Academy		08.40 – 15.30
Sir John Lawes School		08.40 – 15.30