



FEVERSHAM
EDUCATION TRUST

Feversham Education Trust

TRANSFORMING LIVES, TRANSFORMING COMMUNITIES

CHARGING AND REMISSIONS POLICY

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Introduction

Feversham Education Trust is committed to ensuring that all pupils have equal opportunity to benefit from school activities, both curricular and extra-curricular, irrespective of their parents' / carers' financial means.

The policy has been compiled taking guidance from the Education Act 1996. The Trust is dedicated to demonstrating transparency in setting charges and to ensure that all pupils can access all provisions which are on offer.

Aims

The aim of this policy is to outline the circumstances under which the school will;

- ensure all pupils are able to access the curriculum and activities on offer, minimising any financial barriers which prevent equal opportunity
- levy a charge to parents / carers
- grant a remission of normal charges
- and ask for voluntary contributions

Policy Ownership

The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework.

The Trust has delegated day-to-day responsibility for operating the policy to the Trust Central Team, Local Governing Body and Principal of each Trust school.

The Local Governing Body and Senior Leadership Team at each Trust school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

Guidelines

1.	Admission	No charge will be made for admission of those pupils of a compulsory school age.
2.	Education: National curriculum or any part of the prescribed syllabus	No charge will be made.
3.	Public examination fees	No charge will be made to parents / carers, unless their child fails to attend examinations without good reason. Parents / carers will also be expected to pay for exam fees where students voluntarily choose to re-sit an examination, in this case, a charge per module will be made as per the exam board fees notification. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

4.	Provision of books / equipment / materials	No charge will be made.
5.	Damage to property and breakages	<p>Parents / carers will be charged for any defacing, damage or loss of school books and materials provided to their child, they will also be charged for any wilful damage or breakage of school property.</p> <p>The school may also seek to recover some or all of the cost incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged.</p>
6.	School Meals	<p>No charge will be made for pupils who are entitled to free school meals.</p> <p>The school will charge all pupils who are not entitled to free school meals; the charge will not be more than the total cost incurred by the School.</p>
7.	Transport	<p>Where the school makes arrangement to transport registered pupils to or from the school premises, this will not be charged at more than the actual cost.</p> <p>The school will not charge for transporting registered pupils to other premises where the school has arranged for pupils to be educated; transport that enables a pupil to meet an examination requirement when preparation for that examination has been made at the School and transport provided in connection with an educational visit.</p>
8.	Activities that take place during school hours	No charge will be made, however, the school may ask for voluntary contributions.
9.	Activities that take place outside normal school hours ¹	<p>No charge will be made for an activity that takes place outside normal school hours¹ providing it is part of the school curriculum or part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school or is part of the school's basic curriculum for religious education.</p> <p>Voluntary contributions may be invited.</p> <p>Optional extras are applicable to activities that fall outside school hours which do not fall into the above categories.</p> <p>Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will have the agreement of parents / carers before organising the provision of an optional extra where charges will be made.</p>

10.	Residential visits	<p>Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.</p> <p>Education – the school will not charge for education provided on any visit that takes place during school hours; education provided on any visit that takes place outside school hours if it is part of the School Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education and supply teachers to cover those teachers who are absent from school accompanying pupils on a residential visit.</p> <p>Board and Lodging – the school will charge an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours except where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging.</p> <p>Travel – if the residential is classified as being within school hours, no charge will be made for the travel costs, although a voluntary contribution may be invited.</p> <p>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil, other than those entitled to remissions, but no paying pupil will be required to subsidise the cost of a non-paying pupil.</p>
11.	Music Tuition within school hours	<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including resources such as instrument hire, music books etc.).</p> <p>Charges may be made for vocal or instrumental tuition provided either individually or to a group of any size, if: the tuition is provided at the request of a pupil's parent/carer; the teaching is not an essential part of either the school curriculum or a public examination syllabus that the pupil is being prepared for at the school.</p> <p>The cost for vocal or instrumental tuition will vary according to the size and duration of the class as well</p>

		<p>as the type of instrument. Charges will not exceed the cost of the provision, including the cost of staff who provide the tuition.</p> <p>No charge will be made in respect of a pupil who is looked after by the Local Authority.</p>
12.	Lettings of trust buildings	<p>Facilities in the school may be let out for the use of private individuals, subject to approval by the Chief Executive of the Trust. Any charges will be levied at a rate determined annually by the Trust.</p> <p>Facilities will only be let where they are not required by the school and any lettings must not impact on the teaching and learning within school.</p> <p>Lettings will not be subsidised from the resources provided for the education of pupils.</p> <p>Hirers will need to demonstrate that they have adequate insurance or provision for compensating the Trust for any damage they cause. They will also be required to provide their own risk assessment and appropriate documentation at the request of the Trust.</p> <p>Additional fees for cleaning and site supervision may be charged.</p>
13.	Extended services	<p>The total charge for any extended service provided will not exceed the cost of providing the activity and no parent / carer will be asked to subsidise others.</p>
14.	Voluntary contributions	<p>We may in certain circumstances invite parents / carers to make a voluntary contribution towards activities that are exempt from charging.</p> <p>The school may ask for voluntary contributions for any activity which takes place during school hours, school equipment and school funds generally.</p> <p>Such contributions would be genuinely voluntary, with there being no obligation to contribute and no pressure applied to secure a contribution.</p> <p>The school is committed to ensuring fair access and treatment of all pupils. No child will be excluded from an activity if their parents are unwilling or unable to pay.</p> <p>Any activity for which voluntary contributions have been requested will only proceed if the total cost of the activity can be met from funds which may be available to the Trust to support such activities.</p>

¹ Where less than 50% of time spent on a *non-residential* activity falls during school hours it is deemed to have taken place outside school hours (time spent in travel counts in this calculation if the travel itself occurs during school hours). For *residential visits* if the number of school sessions taken up by the visit is less than 50% of the number of half days spent on the visit, it is deemed to have taken place outside school hours. A 'half day' means any period of 12hrs ending with noon or midnight on any day.

Optional Extras

The school may charge parents / carers for any activities classed as 'optional extras'.

Optional extras are:

- education provided *outside* of normal school hours¹ that is not:
 - part of the School Curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School;
 - part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport which is required to take pupils to other non-school premises where the Trust has arranged 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 club).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- the cost of building and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupil wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will have the agreement of parents before organising the provision of an optional extra where charges will be made.

Remissions Policy

Consideration to the remission of charges will be given to parents / carers who can prove that they are in receipt of certain support payments:

- Income Support;
- income-based Jobseekers Allowance;
- income-related Employment and Support Allowance;
- support under Part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of State Pension Credit;
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income that does not exceed the current year's level);
- Working Tax Credit run-on - paid for 4 weeks after an individual stops qualifying for
- Working Tax Credit;
- Universal Credit.

Children of families who receive these payments may also be entitled to free school meals. The school may choose to subsidise part or all of the payment of 'chargeable activities'.

The Principal and the Chief Executive of the Trust will authorise the remission of charges. All cases will be dealt with confidentially.

Monitoring, Evaluation and Review

The Trust will review this policy every two years in consultation with each Trust school.

The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust school.

The policy will be promoted and implemented throughout all Trust schools.