HCAT

Charging and Remissions Policy

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HCAT Charging and Remissions Policy

1. Introduction

The Trust is committed to the general principle of free education and recognises the valuable contribution that a wide range of activities, including visits and residential experiences, can make towards all aspects of pupils' education. It also believes that all our pupils should have an equal opportunity to benefit from academy activities and visits (curricular and extracurricular) independent of their parent's financial means.

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 we will try to adhere to the following guidelines:

- We have established 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.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

The 1996 Education Act requires all Academies and Schools to have a policy on charging and remissions for activities, which will be kept under regular review.

The policy identifies activities for which:

- Voluntary contributions may be requested.
- Charges will be not be made.
- Charges will be made.
- Charges may be waived

2. Duties

The Board of Trustees

The Board of Trustees will:

- Agree a policy ensuring that appropriate arrangements are in place to ensure compliance
- Ensure that the School / College has the resources to implement the policy and that these are used appropriately

The Executive Principal/Principal / Headteacher / Head of School

The Executive Principal/Principal / Headteacher / Head of School is responsible for ensuring:

- That the declared statement of charging and remissions is effective in achieving, so far as is reasonably practicable, that charging for activities etc. is carried out in line with this policy and the operational procedures prescribed by the School / College
- Monitoring arrangements for charging and remissions and have due regard to any advice and guidance issued by the Local Authority in relation to charging and remissions
- That the School / College has in place systems, procedures and appropriate staffing to ensure that charging is carried out in accordance with the policy
- That the effectiveness of the policy is monitored and that the Governing Body are kept fully informed

Associate Principals/Vice Principals / Deputy Head / Assistant Head

- The Associate Principal / Vice Principals / Deputy Head / Assistant Head will undertake all the responsibilities as detailed above in the absence of the Executive Principal/Principal / Headteacher / Head of School

All staff

- All staff should be aware of and follow the Charging and Remissions Policy when arranging activities for pupils either within the School / College day or as an additional experience. Staff should discuss any financial implications with the Director of Finance / School Business Manager during the planning stages of the activity

3. Voluntary Contributions

Separately from the matter of charging, academies may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

- If the activity cannot be funded without voluntary contributions, the Local Governing Body or Principal / Headteacher / Head of School will make this clear to parents from the outset.
- No child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- If insufficient contributions are received, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

4. No charges will be made for:

- A financial contribution as part of the admission to school / College process
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours, if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside of school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip
- Transporting registered pupils to or from the School / College premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the LGB or Local Authority has arranged for students to be educated
- Transport that enables a pupil to meet an examination requirement where he/she has been prepared for that examination at the School / College

5. Activities for which charges may be made:

- Any materials, books, instruments, or equipment, where the pupil's parents wishes him / her to own them
- Activities out of school hours
- Non-residential activities (other than those listed in 2 above) which take place outside school hours.
- Residential activities
- Board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits may not be charged for board and lodging costs.
- Music Tuition
- Music Tuition for individuals or groups of any size, provided that the tuition is provided at the request of the pupil's parent / carer. A charge cannot be made if the teaching is part of the National Curriculum or if the child is Looked After by the Local Authority.
- After School Activities run by a third-party provider.
- Early years' provision.
- Some Trust Schools may provide additional Nursery / early years provision for children aged 0 to 5 and before and after school provision for children aged up to 11. Charges are reviewed on an annual
- basis in line with other local providers. Current charges for provision are based on the age of the child. Funded places for children aged 2, 3 and 4 are also offered.
- Community facilities

6. Remissions

In order to remove financial barriers from disadvantaged pupils, the Board of Trustees has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.