



LIFE Education Trust

CHARGING & REMISSIONS POLICY

Policy	Charging & Remissions Policy
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Policy Source	The Key

KEY DEFINITIONS USED IN THIS POLICY:

The Trust	LIFE Education Trust
The Board/Directors/Trust Board	The Board of Directors of LIFE Education Trust
School/Trust school	An Academy or school within LIFE Education Trust
Staff	All staff employed by LIFE Education Trust and working with academies, schools or units within LIFE Education Trust

All schools within the LIFE Education Trust are legally defined as academies, regardless of whether the term “school” is used to describe them in the following policy.

Introduction

This policy is based on advice from the Department for Education (DfE) on charging for school activities;

- (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf) and
- the Education Act 1996 section 449-462.

which set out the rules on charging for school activities in England.

The Board is required to determine and keep under review a policy in respect of charging and remission arrangements. No charge may be made by the governing body unless it has drawn up a statement of its policy.

The aim of this Policy is to:

- Set out what the school will
 - make a charge for
 - request voluntary contribution towards from parents/carers
 - not charge for
- Clarify how charges will be determined so that parents and carers understand why

Where a charge may not be made

Activities for which charging is NOT permitted include:

- An admission application to any state funded school – paragraph 1.9(n) of the “School Admissions Code 2012” rules out requests for financial contributions as any part of the admissions 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 religious education;
- Instruments or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

Charging

Exceptions to the above, approved by the Board, are as follows:

- **Musical Instrument Tuition within Academy Hours**
Individual and group tuition in playing a musical instrument will be charged for provided that it is not part of the National Curriculum and is provided at the request of the parent. The fees for peripatetic music lessons are collected by the academy and remitted to the supplier on receipt of an invoice.
- **'Finished Products'**
The Board reserves the right to charge for ingredients / materials / equipment (in kind) to cover costs if the parents have indicated in advance that they would like their child to bring home the finished product. This is directly relevant for the cost of materials and ingredients.
- **Public Examinations**
The following charges will be passed onto parents:
 - (i) The charge made by an examining board where a parent asks for an examination script to be re-marked and or the Examination script to be returned.
 - (ii) The charge made by an examining board where a parent requests an appeal following a remark of a script.
 - (iii) The cost of entering the student for an examination where the Board agrees to enter an ex-student for a prescribed public examination for which they have not been prepared by the academy;
 - (iv) The examination fee where a student, with parental agreement, is entered for a public examination which is not prescribed by the Secretary of State and which is not on the Authority's approved list for payment of fees.
 - (v) The cost of the examination fee where a student does not attend the examination without good reason.
 - (vi) The cost of a resit for any examination which the school has previously funded.

Where a student fails, without good reason, to complete the examination requirements for any public examination for which the school has paid, or is liable to pay a fee, then the fee will be recoverable from the parents.

TRIPS AND VISITS

Trips and visits deemed to take place outside of academy time will be subject to charges in order to recover the full costs of the trip. Other trips and visits within academy time and for purposes of curriculum delivery will not be charged but may be subject to a request for a voluntary contribution.

- **Education Partly during Academy Hours**
Charges will be made for visits where more than 50% of the time of the visit is out of normal academy hours. This includes travelling time. Where more than 50% of the visit takes place during academy hours, no charge will be made but parents may be asked for a voluntary contribution towards the trip. If residential accommodation is involved a charge will be made for that accommodation.
- **Application of 50% Rule**
When the 50% rule is applied to residential visits, calculations are based on sessions. Sessions are defined as being from 0.00 to 12.00 and 12.00 to 24.00. If the number of sessions outside academy hours exceeds the number of sessions inside academy hours, charges can be made. e.g. a visit taking place from a Friday (if it is a full academy day) through to Sunday evening, would involve two sessions in academy hours and four out of academy hours. Charges can therefore be made.

- **Charging for Visits during academy time**

If a residential activity takes place largely during academy time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel. However, charges may be made for board and lodging in these circumstances.

- **Voluntary Contributions**

The academy may wish to continue with the important work and experience derived from an off-site visit, but insufficient public funding may be available for this purpose. In order to overcome these financial difficulties, Voluntary Contributions may be requested for any visit taking place during academy hours.

The academy will suggest to parents an appropriate amount for a voluntary contribution but cannot insist on payment. However, if the full cost of the trip is not covered by contributions, the academy reserves the right to cancel the trip and return all the contributions made.

No student will be prevented from taking part in the visit if a voluntary contribution is not forthcoming, or has been insufficient to cover the individual cost for that student.

- **Optional Extras**

Charges for optional extras for which voluntary contributions will be sought can include:

- (i) the student's travel costs including congestion charges, tolls etc.
- (ii) materials, books, instruments and other equipment
- (iii) non-teaching staff costs
- (iv) entrance fees to museums, castles, theatres etc.
- (v) insurance costs
- (vi) the cost of engaging a teacher, specifically for the activity
- (vii) the cost of cover for teachers accompanying the activity

- **Lockers (Frances Bardsley Academy)**

The academy can provide lockers for students. The charge (currently £15.00 per annum) will be charged for the rental of such lockers. Where a student's locker key has been lost or mislaid and a replacement key is required, a charge (currently £5.00) will be made for the replacement

- **Damage and Replacement**

Charges may be made by the academy for replacement of broken windows or fittings, defaced or damaged furniture, fittings, books or equipment or any other damage or loss occurring as a direct result of misconduct on the student's part. The academy is empowered to recover this loss and resultant costs as a civil debt.

Remissions

Pupil premium students will receive full remittance of charges made for curriculum trips and visits. 50% remission will be given for trips that are of a non-curriculum nature.

All educational supplies that are available to all students e.g. Art packs, will receive full remittance.

At the discretion of the Board, any of the charges above may be remitted in whole or part for particular groups of parents, for example, in the case of family hardship. In these circumstances, applications should be made to the Head of School, and will be treated in confidence.