

## Charging and Remissions policy

### Introduction

The University of Chichester Academy Trust recognises that, subject to limited exceptions referred to in this policy, academies cannot charge for education provided during school hours.

However, the Trust values the contribution that additional activities, including clubs, out of school trips and experiences of other environments, can make towards pupils' all round educational experience and their personal and social development.

### Purpose of the policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for school activities.

NB: Throughout this policy, the term "parent(s)" means all those having parental responsibility for a child.

### Scope

This policy has been approved by the Trust Board and applies to all academies within the University of Chichester Academy Trust.

### Charging

The Trust, through its academies, reserves the right to make a charge in the following circumstances for activities organised by the academy:

1. *Residential school trips in school time:* the board and lodging element of the residential experience and outdoor pursuit courses; the charges will not exceed the cost.
2. *Day trips* – a voluntary contribution may be requested towards the cost of the trip.
3. *Activities outside school hours:* the full cost for each pupil of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
4. *Materials:* the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
5. *Acts of vandalism and negligence:* the Trust, through its academies, reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil;
6. *Music Lessons:* Extra-curricular instrumental and vocal tuition and lessons taught individually or in groups. Charges will not exceed the cost of provision. (Music lessons forming a part of the syllabus for a prescribed public examination which is a syllabus for which the pupil is being prepared at the school will be the school's responsibility as will music lessons forming part of the National Curriculum or part of the provision for religious education in the academy's basic curriculum).
7. *Out of School Hours Child Care:* All costs borne by the academy in supplying supervision out of academy hours. (At the discretion of the academy a voluntary charge may be requested)
8. *School Transport:* Transport to and from school where the pupil is not eligible under the Local Education Authority's guidelines.
9. *Provision of Education and use of Facilities:* to those persons who are not registered pupils at the school.

## Remissions

Where the parent of a pupil is in receipt of qualifying state benefit(s), the academy will remit in full the cost of board and lodging for any residential activity that is organised for the pupil and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination. No pupil will be excluded from an activity simply because his or her parents are unwilling or unable to pay.

The academy may remit charges in full or in part to other parents after considering other specific hardship cases. The academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head teacher will authorise remission in consultation with the Chair of Local Governing Body.

Where a parent has made a voluntary contribution towards a school trip and the pupil is subsequently unable to attend; the parent can make a request to the Headteacher to have the contribution remitted. Contributions will be returned less any 'sunk costs' e.g. transport hire and pre-paid admission.

## Qualifying state benefits

Parents who can prove that they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal credit (provided you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)
- Income Support (IS)
- Income based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance
- Support under part V1 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, provided that you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

## Insurance

Any insurance costs will be included in charges made for trips or activities.

## Voluntary contributions

Nothing in this policy statement precludes the Board or Local Governing Bodies from inviting parents to make voluntary contributions but there is absolutely no obligation to pay.

## Subsidising other pupils

The guidance is very clear that no pupil's parental contribution can subsidise the cost for another pupil.

**Further information: For further information please contact the Headteacher or the Business Manager at the academy.**

## Key document details

<b>Last Review</b>	<b>June 2020</b>
<b>Department/Owner</b>	<b>Finance</b>
<b>Review Date</b>	<b>June 2021</b>