



**ARETÉ**  
**LEARNING**  
**TRUST**

## Charging & Remissions Policy

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| <b>Review cycle</b>                            |  |
| <b>Policy Oversight Body</b>                   |  |
| <b>Policy Reviewed (date)</b>                  |  |
| <b>Next Review (date)</b>                      |  |
| <b>Signed</b><br><i>(Academy Principal)</i>    |  |
| <b>Date</b>                                    |  |
| <b>Signed</b><br><i>(Oversight Body Chair)</i> |  |
| <b>Date</b>                                    |  |





## Stokesley School

*'Being the Best We Can Be'*

Stokesley School, Station Road,  
Stokesley, North Yorkshire TS9 5AL



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## CHARGING & REMISSIONS POLICY

In accordance with Section 33 of the Schools Funding Agreement, Arété Learning Trust is required to determine the charging and remissions policies required to address Section 457 of the Education Act 1996 and for these to be approved by the Secretary of State for Education. The Board of Directors recognises the valuable contribution that a wide range of activities including school visits, extra-curricular activities and residential experiences can make towards students' academic, personal and social education and seek to provide these experiences, whilst minimising cost for parents.

**Throughout this policy, the term “parents” means all those having parental responsibility for a child.**

### PRINCIPLES:

The general principle is that no charge will be made for books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours (but excluding the mid-day break)
- required for the National Curriculum but out of school hours
- for statutory religious education
- for a prescribed public examination prepared for by the school

However there are exceptions where the school can make charges. Charges are permitted under the Act to meet the costs of the following:

- board and lodging on residential educational trips
- non-educational trips
- music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
- materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons), where the finished article will be owned by the parent/carer or the pupil
- entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
- entering a student for a public examination against the wishes of the school
- re-marking an examination paper where the re-mark is requested by the parent or student

- re-sits of prescribed public examinations where no further timetabled preparation has been provided by the school
- voluntary optional extras provided outside of school hours or mainly outside school hours

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

### **VOLUNTARY CONTRIBUTIONS**

The Act permits voluntary contributions to be requested for any specific visit or activity. No individual student will be excluded from a visit or activity if his/her parent chooses not to pay the voluntary contribution. However the visit or activity However, should voluntary contributions fail to defray a substantial proportion of the costs of a visit, then the visit might not take place.

### **OTHER CHARGES**

To engage actively in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items the school actively encourages parents and students to purchase them.

We may charge for:

- optional items of equipment which are offered for sale by the school e.g. calculators, revision guides, etc.
- photocopying and/or printing which is not required by a member of staff
- damage to or loss of school property caused wilfully or negligently by their child

### **REFUNDS**

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- cancellation of trips or activities due to circumstances beyond the student's control
- if a decision is made that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- when a student, having entered for a public examination against the school's wishes, achieves a grade in that examination

- in the event that an examination re-mark requested by a parent or student is successful (n.b. the reimbursement will be made by the examination board)
- in some other circumstances, at the discretion of the Principal

### SUPPORT FUND

Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Eligible benefits include:

- Income Support
- Job Seekers Allowance (Income Based)
- Child Tax Credit, but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,190
- Support under part VI of the Immigration & Asylum Act 1999
- The 'Guaranteed Element' of Pension Credit.

Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, ***provided that all such phased contributions have been made by the time the trip or event takes place.***

**POLICY ENDS**



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Stokesley School, Station Road, Stokesley, North Yorkshire TS9 5AL

Areté Learning Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (company number 9471240), whose registered office is at Stokesley School, Station Road, Stokesley, North Yorkshire, United Kingdom, TS9 5AL