



Charging and Remissions Policy

Policy Preface

Northumberland Church of England Academy Trust is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of our Trust life.

As a Church of England Academy Trust, we aim to build communities clearly based on the Christian values of love, forgiveness and reconciliation, integrity and the unique value of each individual. We aim to build self-esteem, model conflict resolution, protect the weak and are committed to justice and compassion. Mutual respect and trust are central within the Academy Trust.

This policy, and its associated procedures and protocols, is based on these key principles.

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Approved by:	CEO
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Linked to:	<ul style="list-style-type: none">• Educational Visits• Curriculum• Learning and Teaching• Exam Entry





Northumberland Church of England Academy Trust

Charging and Remissions Policy

1. Statutory Framework

In accordance with Section 33 of the Schools Funding Agreement, the Academy 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.

Where education is provided wholly or mainly during Academy hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for visits to museums, etc. during Academy hours. While Academies are independent they are funded by government and for the purposes of legislation are regarded as maintained schools.

The governing body may not charge for anything unless they have drawn up a statement of general policy on charging which meets the requirements of the law. However governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during Academy hours;
- Academy equipment;
- Academy funds generally.

The contribution must be genuinely voluntary and the parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Academies are permitted to charge for the cost of board and lodging during residential Academy trips. This cost must not exceed the actual cost of the provision.

No charges may be made for entering learners for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents/carers under certain circumstances.

2. Purpose

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential and experiences of other environments, can make towards learners' all round educational experience and their personal and social development.

The purpose of this policy is:

- to inform colleagues and parents about our charging procedures;
- to make our programme of trips and activities accessible to as many learners as possible;
- to establish a fair system of charges within the constraints of the Academy budget.

3. Implementation

Charging

Charges will not be made for activities which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- Activities outside Academy hours: the full cost for each learner 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;
- Activities which take place mainly during the Academy day and which involve a cost (e.g. a theatre visit or a day visit to a museum) will only take place if voluntary contributions from parents/carers are sufficient to cover the cost.

- In practical subjects parents may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the final product;
- Where parents request individual music tuition over and above that normally provided, voluntary contributions will be requested;
- The Governing Body 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;
- The cost of examination entries for subjects taught within the Academy will normally be met by the Academy. The Governing Body may seek to recover the fee from the parent:
 - In cases where candidates have failed to meet the Academy's entry criteria but still wish to be entered;
 - If, without a medical certificate explaining the reason, a learner fails to complete examination requirements for any public examination for which the Academy has paid an entry fee;
 - Where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.
- In cases where charges are to be levied parents will be advised in advance and monies collected prior to the activity.

Remissions

Requests for help from parents on income support or family credit or whose children are in receipt of Free School Meals will be considered and assistance provided within the limits of the Academy's budget. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Executive Director will have delegated authority to approve a remission.

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases.

Insurance

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

4. Monitoring, Evaluation and Review

This policy and the associated procedures will be reviewed every three years.

5. Links with other policy areas

This policy relates directly to other key Academy policies, namely:

- Educational Visits
- Curriculum
- Learning and Teaching
- Exam Entry