



# **TEAM Multi-Academy Trust**

## **Charging & Remissions Policy**

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This Policy was adopted by the TEAM Multi-Academy Trust on

Date: 8<sup>th</sup> March 2018

Signed (on behalf of the Board of Trustees): Paul Ginnings

Signed (Executive Headteacher): Rhian Nicholas

Review date: March 2020, Sept 2021 & Sept 2022

Next review due: Sept 2023

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This Policy describes the circumstances when the parents of children at this Trust will be asked to pay for school activities, when they will be asked to make a voluntary contribution to costs and when they will not be asked to pay or contribute.

It also describes Remission; when costs will be waived for children in receipt of pupil premium.

Text that is underlined in blue indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this Policy, please ask for advice from the Trust.

## **1 Equality and Safeguarding Statements**

- 1.1 The Board of Trustees will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy will be subject to an Impact Assessment which will be integral to all reviews.
- 1.2 We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

## **2 Introduction**

- 2.1 The purpose of the Policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in May 2018.

## **3 Responsibilities**

- 3.1 The CEO will ensure that staff are familiar with and correctly apply the policy. The Board of Trustees will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

## **4 Policy Statement**

- 4.1 All activities that are a part of the National Curriculum<sup>1</sup> for compulsory school age children,<sup>2</sup> necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school.

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<sup>1</sup> The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject. This school is an academy. Academies don't have to follow the national curriculum but must teach a broad and balanced curriculum including English, maths, science. They must also teach religious education. We will consider our curriculum to be the national curriculum for this purpose.

<sup>2</sup> Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.

## **5 Voluntary Contributions**

- 5.1 We will ask parents to make a voluntary contribution towards costs for activities during the school day<sup>3</sup> which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear by the Head of School or teacher in charge of the activity when parents are informed about the plans for the activity.

The Trustees and CEO will also make it clear to parents that there is no obligation to make any contribution.

When making requests for voluntary contributions it is important that parents are not pressurised into paying as it is voluntary and not compulsory

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances the school may ask for a voluntary contribution from parents.

## **6 Optional activities outside of the school day**

- 6.1 We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school club. Charges will be based on the cost incurred less any specific funding received except the before and after school club which will be charged at a commercial rate.

## **7 Education partly during school hours**

- 7.1 A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

### **A) Non-Residential**

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

### **B) Residential**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

## **8 Music Tuition**

- 8.1 Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the

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<sup>3</sup> Under [The Education \(School Day and School Year\) \(England\) Regulations 1999](#), the school day is split into two half-day sessions, whatever time it starts and finishes. A school half day is any length of time up to 12 hours when the school meets, ending at noon or midnight that day.

pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).<sup>4</sup>

## 9 Residential Trips

9.1 There will be **no charge** for:

- Education provided on any visit that takes place during school hours:
- Education provided on any visit that takes place 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; and
  - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **will charge** for:

- Board and lodging (the charge will not exceed the actual costs)

## 10 Calculating Charges

10.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

## 11 Pupil Premium Remission

11.1 The Trust will be proactive in ensuring that families entitled to pupil premium are well informed regarding the remissions available to them through pupil premium funding. All entitled parents will be contacted to ensure they have a clear understanding of the premium and how funds can support their child's engagement with school and promote social mobility. Examples of remissions for activities include:

Day trips:	No request for voluntary contribution – fully paid
Residential Trips (not overseas visits)	50% support
Music Tuition	50% support
Breakfast Club	50% support
After School Club	50% support

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<sup>4</sup> For further information, see [www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf](http://www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf)

**Example letter for school trips:**

Dear Parent/Carer

As part of our curriculum work this term we will be looking at the theme of The Romans. To support the children's learning we are planning to arrange a trip to Bath. During the visit we will study the city's Roman architecture and visit the famous baths.

The trip will take place on Wednesday xx October 2014. Coaches will leave school at 0830 am and we will return at 06.30 pm. Children will need to wear their school uniform, have a small back pack, waterproof coat, a packed lunch and plenty to drink.

The cost of the visit is £12.00. This includes the transport and admission to the baths. For the trip to go ahead we would be very grateful for a voluntary contribution for this amount. This should be paid to school by Wednesday xx October 2014.

Financial support for the trip is available from school funds for those parents whose children receive additional Pupil Premium funding. For further details regarding our Charging and Remissions Policy, please refer to the policies section on our website [www.teamacademytrust.com](http://www.teamacademytrust.com)

Yours sincerely

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Head of School

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**SCHOOL VISIT TO BATH – WEDNESDAY XX OCTOBER 20XX**

Name of Child:

- I would like my child to attend the above visit and enclose a voluntary contribution of £12.00
- I would like my child/ren to attend the above visit but do not wish to make a voluntary contribution.
- I would like the school to contact me regarding financial remission.

Signed parent/carers

## **Example letter to parent/carers re: Pupil Premium**

Dear Parent

### **Pupil Premium**

I am writing to confirm that «**Forename**» «**Surname**» is a member of our school for whom we receive additional funding known as Pupil Premium. The details of the fund are included in the enclosed leaflet and will give you an overview of how the fund is allocated and used.

The majority of the fund is used to enhance classroom provision through the employment of additional teaching assistants, a school welfare officer and resources. We also designate a proportion to provide support that will enhance opportunities for pupil premium children to participate in a range of charged school activities that may not be easily affordable for some families.

These include:

- Charged after school activity clubs
- Instrumental tuition
- Day trips
- Residential trips (not overseas visits)
- Breakfast and after school care clubs
- Uniform

As an example, we can offer support for residential trips. If you would like your child to attend any of our residential visits you are able to apply for 50% discount. Additionally, when we organise day trips, your child's school will be able to pay for the visit from the fund and there will be a place to indicate this on the initial information letter.

If you would like to discuss any aspect of the Pupil Premium funding, please contact your child's Head of School and they will be pleased to meet with you.

Kind regards

### **Policy version:**

This policy was determined by the board of Trustees on (currently under review). It will be reviewed and determined annually.

### **Contacts for Further Information**

#### **Trust Business Manager**

Briony Parsons – 01271 500300

#### **The Department for Education (DfE)**

0870 000 2288 [www.education.gov.uk](http://www.education.gov.uk)

#### **The Education Funding Agency (EFA) - Bristol**

0370 000 2288 [www.education.gov.uk/b00199952/educationfundingagency](http://www.education.gov.uk/b00199952/educationfundingagency)