



CHARGING & REMISSION POLICY

<u>Document Detail</u>	
<u>Document Type:</u>	Finance Policy
<u>Document Name:</u>	Charging & Remission Policy
<u>Version Number</u>	3.0
<u>Effective from:</u>	31 July 2020
<u>Owner:</u>	Director of Finance
<u>Approved by</u>	Board of Trustees
<u>Next Review Date:</u>	31 July 2021
<u>Consultation:</u>	Accord MAT Board of Trustees

<u>Approvals</u>			
Name	Position	Signature	Date
John Leam	Chair of Trustees	<i>J Leam</i>	13 July 2020
Alan Warboys	CEO	<i>A Warboys</i>	13 July 2020

<u>Document History</u>			
Version	Date	Author	Note of Revisions
1	March 2018	A D'Arcy	
2	July 2019	E Moggridge	Wording changed throughout in reference to "Trustees, Principal, Pupil, AEC"
3	July 2020	Board of Trustees	Reviewed – no changes

1. INTRODUCTION

The Trustees of Accord Multi Academy Trust recognise the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences, can make towards pupils' all-round education and their personal and social development. The Trustees aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils within the Accord academies, and as additional optional activities. Throughout this policy, the term "parents" means all those having parental responsibility for a child.

2. POLICY AIMS

- To ensure that pupils can access the academy curriculum without cost to their families unless it is agreed, as per section 9 of this policy, that charging will apply;
- To ensure that any extra curricular activities, which are run by external bodies or which incur an additional cost, are only charged at cost;
- To ensure that remissions are implemented in accordance with the relevant criteria; and
- That any additional income generated from external sources is utilised for the benefit of the pupils.

3. PERSON RESPONSIBLE

The Trustees of Accord Multi Academy Trust are responsible for determining the content of the policy. The Principal and Academy Education Committee (AEC) of each member academy are responsible for the implementation of the policy.

4. SCOPE OF CHARGING

This policy has been formulated in accordance with the Department for Education guidance on "Charging for school activities". This guidance states that charges cannot be made for the following, however a voluntary contribution may be requested at the discretion of the Principal where applicable, as per Section 5 below:

- An admission application to any academy;
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment),
- Education provided outside of academy 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 academy, or part of religious education;
- Instrumental 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 prescribed public examination, if the pupil has been prepared for it at the academy; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy

5. CHARGES

The Trustees of Accord Multi Academy Trust reserve the right to make a charge for the following, as set out in sections 6 to 11 below.

- Educational visits;
- Extra curricular activities outside of academy hours;
- Provision of additional instrumental tuition as arranged through the academy music department;
- Materials and equipment;

- Examinations; and
- Wilful damage.

6. EDUCATIONAL VISITS

The member academies of the Accord Multi Academy Trust offer a range of educational visits and trips to pupils, both inside out outside of academy hours.

For visits taking place wholly during academy hours, the Academy may ask parents for voluntary contributions to meet the costs. Although there is no obligation to contribute, unless sufficient voluntary contributions are received, the Academy may need to consider whether or not the visit is financially viable. Any insurance costs will be included in charges made for trips and activities.

As a general principle, visits taking place outside of academy hours are considered optional and would normally be funded wholly by parents.

Pupils whose parents do not contribute cannot be discriminated against.

The Principal can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra, however the Principal may offer to remit either part or full cost of the board and lodging for any residential activity which:

- takes place during academy hours or;
- is not an optional extra (see definition below).

An optional extra is defined as:

- Falls wholly or mainly outside academy hours, i.e. a skiing holiday during the academy holidays.
- Does not form part of the National Curriculum or the statutory requirements for religious education;
- Is not part of a syllabus towards a Prescribed Public Examination.

Further information on the remission of board and lodging costs is set out in Section 12 of this policy.

7. EXTRA CURRICULAR ACTIVITIES

The Trustees reserve the right to charge for the cost of providing any optional extra-curricular activities that take place outside of academy hours, if run by an external body or which incur an additional cost.

8. INSTRUMENTAL TUITION

The academy may charge the cost to the pupil for providing any instrumental tuition not part of normal curriculum provision. The fees for peripatetic lessons are invoiced by the academy and these lessons are subsidised by the academy.

9. MATERIALS AND EQUIPMENT

The Trustees reserve the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they

wish to own the 'finished product'. This is directly relevant for the cost of materials/ingredients for the following subjects: Science, Technology, Art, but this may be applicable to other subject areas.

10. EXAMINATIONS

The Trustees may recover any fee in respect of the entry of a registered pupil at the academy for a public examination in any syllabus if for that examination either:

- the pupil fails without good reason to meet any examination requirements of that syllabus; or
- the pupil fails to sit any examination without good reason.

Sixth Form Students

- Students with less than 85% attendance may under the discretion of the Sixth Form Office be asked to pay for their exam entry.
- Exam resits that are made at the request of the post 16 students will be charged at full cost if it is not possible to obtain a refund.
- If a student withdraws from a subject after the 20 April summer exam entry date and it is not possible to obtain a refund the exam entry fee will be charged at full cost.

11. WILFULL DAMAGE

The Governors will allow the academy to ask pupil and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

This may include the purchase of a replacement planner, should the pupil's planner be lost, have graffiti or be damaged.

12. REMISSIONS

The Trustees may remit in full or in part the cost of any activity or equipment for particular groups of parents, for example, in the case of family hardship. The criteria for remissions are:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105;
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

When arranging a chargeable activity such parents will be able to contact the finance office. Authorisation for such remission will be made by the Principal of the academy.

Any further requests in relation to financial hardship may also be considered at the Principals' discretion.