



An All-through Co-operative School

Charges and Remissions Policy

This policy has been drafted with reference to the Co-operative Trust values and principles

Carlton Avenue East, Wembley, HA9 8NA
Telephone: 020 8385 4040 Facsimile: 020 8908 2607
Email: info@preston-manor.com

Policy Review History

Date Adopted/ Reviewed	Version	Author	Approved by Resources Committee	Approved by Full Governing Body	Review Date placed on RC&FGB Agenda
10.11.2014	V3	G Foley	13.11.2014	01.12.2014	Nov 2015
19.11.2015	V4	N Kampta	19.11.2015	30.11.2015	Nov 2016
10.11.2016	V5	N Kampta	10.11.2016	28.11.2016	Nov 2017
16.11.2017	V5	N Kampta	16.11.2017	27.11.2017	Nov 2018
08.11.2018	V6	N Kampta	08.11.2018	26.11.2018	Nov 2019

INTRODUCTION

In accordance with Section 33 of the Schools Funding Agreement, Preston Manor Academy Trust is required to determine the charging and remissions policies required to address Section 457 of the Education Act 1996.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

The policy has been reviewed in light of the advice contained in the Department for Education's (DfE) publication 'Charging for school activities' May 2018 and complements the information given in section 7.5 of the Governors Handbook.

The Governing Body confirms their belief that this policy is in line with legislation.

The Governing Body recognise the valuable contribution that a wider range of activities including school visits, after-school clubs and residential experiences can make towards a students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy, the term "parent" means all those having a parental or caring responsibility for a student or child).

1. GENERAL PRINCIPLES

The cost of each activity will be calculated to reflect the absolute minimum cost per child. The school will aim to charge no more than £50 in any one academic year per student, excluding the cost of activities identified under 'Exceptions' below. Parents of Upper School students will appreciate that in a year where a student attends (for example a Field Trip and Ski Trip, etc.) then the £50 figure is likely to be exceeded.

A student/child may be invited to participate in an educational school journey out of normal school hours. In such circumstances the school would expect the parents to meet the full cost of both the journey and activity.

Students/children selected for after-school clubs are required to make the whole term payment in the first week that the club runs. In circumstances where payment is not received then the place will be offered to the next child on the waiting list.

2. EXCEPTIONS

The school can charge for:-

- ❖ Overnight board and lodging on residential educational trips providing the charge does not exceed the actual cost
- ❖ Breakfast clubs, after-school clubs, supervised homework sessions
- ❖ Non educational trips
- ❖ Music tuition and the attend and hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination

- ❖ Costs associated with producing a piece of craftwork or cookery to take home. On occasions, there may be projects that require equipment beyond that of the school's curriculum budgets. In such circumstances the school will identify the need prior to the activity taking place and ask for a parent/carer financial contribution.
- ❖ 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 there-mark is requested by the parents or student
- ❖ Re-sits of prescribed public examinations where no further preparation has been provided by the school
- ❖ Voluntary optional extras provided outside of school hours (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/ child incurred.

The School is conscious that any charges result in additional budgeting issues for parents. The School will strive to notify parents of events within a time frame that provides the maximum time to make payment (e.g. over a number of weeks or months).

3 VOLUNTARY CONTRIBUTIONS

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance.

All students/children will be treated in the same manner regardless of parental response or ability to pay. Parental Support and financial contribution is key in ensuring that activities go ahead. There may be occasions where due to lack of support, or cost not being met, that an activity has to be cancelled.

4 OTHER CHARGES

To actively engage 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. Some optional items of equipment may on occasion be 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 maybe charged for.

The school will seek payment from parents for damage to or loss of school property caused willfully or negligently by their student /child.

5 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/child's control.
- The school deciding that a student/child 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.
- Wherever 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, carer or student is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Head.

6. SUPPORT FUND

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity.

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:

- Universal Credit
- Income-Related Employment and Support Allowance
- Income Support
- Income based Job Seekers Allowance
- 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 £16,190
- Support under part VI of the Immigration & Asylum Act 1999
- The 'Guaranteed Element' of the State Pension Credit
- Working Tax Credit run-on-paid for four weeks after you stop qualifying for Working Tax Credit

Where a parent does not receive an eligible benefit the school will none the less 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.