

## **Charging and Remissions Policy**

### **This is a Trust policy applicable to Beechwood School**

#### **Introduction**

In accordance with Section 33 of the School's 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.

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

The Governing Body recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards pupils' 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 "parents" means all those having parental responsibility for a child.)

#### **Aims**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered whilst at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

#### **Consultation/formulation of policy**

This policy has been drawn up following consultation with the Trust school Headteacher. It meets the requirements of all relevant legislation.

#### **Related Statutory Requirements/non-statutory guidance which inform policy**

Section 457 of the Education Act 1996

#### **Link to other school/MAT policies, documents and required practice**

The policy compliments the school's equality policy, educational visits policy and the framework for teaching, learning and assessment.

#### **Voluntary Contributions:**

Where the school cannot levy charges and it is not possible to offer these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

## Procedure/Practice/Guidelines

### School Trips and Visits Day Trips:

A charge will be levied in respect of day trips that take place during school hours and are part of the curriculum.

### Residential Trips

Essential: For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.

### Residential Trips

#### Non-essential

For residential trips which are not essential to the National Curriculum, statutory RS or in preparation for prescribed examinations: a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip; b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

### Examination Entries

A Charge may be levied for prescribed exam for which pupils have not been prepared by the school. A charge may be levied for entry for an exam which is not on a prescribed list where preparation takes place outside of school hours. A charge may be levied for pupils re-sitting an examination.

### Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, however if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

### Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

### Lettings

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities.

### Refunds

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

- a. Cancellation of trips or activities due to circumstances beyond the pupil's control
- b. The school deciding that a pupil 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.

### Support

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 will be considered. Complete confidentiality will be observed in all such matters.

**Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- a. Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- b. We have established a system for parents to pay in instalments.

**Monitoring and evaluation**

**Reviewed:** Summer 2020  
**Review:** Michelle Pratt  
**Date:** Summer 2021  
**Person/People:**  
**Group responsible:**