CHARGING AND REMISSIONS POLICY

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Charging and Remissions Policy

1. Introduction

The Aspirations Academies Trust recognises the valuable contribution that the wide range of additional activities, including clubs, out of academy trips, residentials and experiences of other environments, can make towards students' all-round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child).

2. Charging

Our academies will not charge for:

A. Education provided during academy hours (including the supply of any materials, books, instruments or other equipment);
B. Education provided outside 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;
C. Tuition for pupils learning to play musical instruments if the tuition is required as 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;
D. Entry for a prescribed public examination, if the pupil has been prepared for it at the academy;
E. Admission applications to our academies;
F. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy, except where the request for the re-sit is made solely by the parent and not the academy.

Our academies reserves the right to make a charge in the following circumstances for activities organised by the academy:

A. Academy trips and residentials in academy time: the board and lodging element of the residential experience and outdoor pursuit courses;
B. Activities outside academy hours: the full cost for each student for 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;
C. Materials: the cost of materials or ingredients for subjects where parents have indicated in advance that they wish to own the final product;
D. Acts of vandalism and negligence: our academies 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/student;
E. Use of community facilities.
F. Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested,

refundable if the student attends for examination; If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the academy has paid an entry fee, the academy may seek to recover the fee from the parent. There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made or for a module or whole exam to be re-sat.

3. Optional extras

We may charge parents for the following optional extras:

- Education provided outside of academy time that is not:
    - Part of the national curriculum.
    - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy.
    - Religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the academy
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils
- When calculating the cost of optional extras, the academy will only take into account the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The academy will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during academy hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra.

4. Remissions

Our academies may remit charges in full or in part to other parents after considering specific hardship cases. The academy invites parents to apply, in the strictest

confidence, for the remission of charges in part or in full. The Principal will authorise remission.

Charges for board and lodging are automatically remitted where the parents meet certain criteria. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. This exemption will be reiterated in any correspondence regarding a residential trip.

5. Insurance

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

6. Voluntary contributions

Nothing in this policy statement precludes our academies from inviting parents to make voluntary contributions. Our academies should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

7. Charging and Remissions Procedures

A. Staff organising a trip, visit, club or activity will notify parents in advance of any likely costs. This will be done by letter, with a reply slip for parents to accept the proposed costs. The letter will contain details of remission arrangements as set out in the Charging and Remissions Policy.
B. The organising member of staff, in agreement with the academy's Finance department, will set out the arrangements for collection of costs to parents.
C. The organising member of staff will agree the process for the collection of monies with the academy's Finance department.
D. Collection of unpaid or late monies will be the responsibility of the academy's Finance department.
E. The academy department will keep accounts of all trips, visits, clubs or activities.

8. Legislation

This policy has been written in accordance with:

- Sections 449-462 of the Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governance Handbook'
- The Aspirations Academies Trust Funding Agreement