



Charging & Remissions Policy

(Statutory)

Approved: Summer 2022

Date of Next Review: Summer 2024

Equality Impact Assessment - Policy Review

In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

Introduction

The Roseland Multi Academy Trust [Trust] believes that parents/carers appreciate the value to students' education and personal development of a wide range of additional activities including educational visits, field trips and residential experiences.

It assumes therefore that parents/carers will be willing to make a **voluntary contribution** to cover the costs, or otherwise a number of these activities may not take place.

The Trust does stress however, that no child will be excluded from any activity because their parent/carers cannot or will not pay. The child will be given an equal opportunity to attend the activity, and if insufficient voluntary contributions are raised, or the school cannot fund it from another source, the activity will be cancelled and any funds collected reimbursed in full to parents/carers.

Charges

Apart from inviting voluntary contributions, the Trust have to reserve the right to make a charge in the following circumstances for activities organised by a school:

- The full cost of board and lodging element of any residential activities in or out of school hours.
- The full cost of transport for any residential activities in or out of school hours (except in cases where transport that is required to take the student to school or to other premises where the local authority/Trust Board have arranged for the pupil to be provided with education).
- The full cost to each student of any activities taking place outside school hours and deemed to be optional extras (ie not an essential part of a prescribed public exam or required to fulfil statutory duties relating to the National Curriculum or to Religious Education).
- The cost of supply of books, instruments, equipment, materials and ingredients if parents/carers have indicated in advance that they wish to own the finished product.
- Optional extras.
- Instrumental and/or vocal tuition.
- Certain early years provision¹ or Extended day services (eg Non-funded or additional/supplementary Nursery hours, Breakfast Clubs or Wrap-Around Care).
- Community facilities.²
- The entry fees for prescribed public examinations (including re-sits) where a student has not been prepared by the school and for non-prescribed examinations.
- The entry fees for prescribed public examinations for which the school has paid (or is liable to pay) if a student fails without good reason to complete the examination requirements - recoverable as civil debt.
- The charges which may be made by the examining board for re-scrutiny or remarking of examination papers at the request of parents/carers.
- The full or partial costs of repairs or replacement to the parents/carers of students causing damage or loss to property or equipment.
- Catering costs (with the exception of those eligible for Free School Meals/Universal Infant Free School Meals)

Where a student owes money from any optional extras (such as music tuition, visits or other paid activity) and this money has not been recovered from parents/carers after request, that students and/or their siblings will be refused a place on future paid trips until the debt is cleared in order to prevent further potential bad debts being incurred. This will be used as

a last resort when all other efforts to recover the money owing have failed.

Remissions

Children whose parents/carers are in receipt of certain benefits may be entitled to the remission of charges for board and lodging costs during school residential trips. Currently, these remission provisions apply where the parents/carers are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (where the recipient does not also receive working tax credit, and have a gross annual income limit below the current threshold)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

¹ The Education (Charges for Early Years Provision) Regulations 2012

² The powers to provide community facilities are under s.27(1) of the Education Act