



**PROSPER**  
LEARNING TRUST

## **PROSPER Learning Trust**

### **Charging and Remissions Policy**

#### **DOCUMENT HISTORY**

<b>Policy reviewed and adopted by Trustees</b>	<b>December 2017</b>
<b>Review frequency</b>	<b>Annually</b>
<b>Date of next review</b>	<b>December 2018</b>
<b>Responsible Officer</b>	<b>CEO</b>

## **Charging and Remissions Policy**

### **1. Introduction**

Section 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for activities; this policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in October 2014.

PROSPER Learning Trust and its constituent academies recognise the valuable contribution that the wide range of additional activities, including visits and residential experiences, can make towards a pupil's personal and social education. We always try to subsidise the cost of any visit and it is our policy that every pupil should have the opportunity to attend.

The aim of this policy is to set out what charges will be levied for activities and provisions, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

### **2. Academies in PROSPER Learning Trust will not charge for:**

- Applications for Admissions (in accordance with the School Admissions Code 2012)
- Education provided during the academy's hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside the academy's 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
- 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
- Entry for a prescribed public examination, if the pupil has been prepared for it at the academy
- Examination re-sits if the pupil is being prepared for the re-sit at the academy
- Education provided on any visit that takes place during the academy's hours or outside the academy's 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
- Supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a visit
- Transporting registered pupils to or from the academy's premises, where the local authority has a statutory obligation to provide transport

- Transporting registered pupils to other premises where the governing body has arranged for pupils to be educated or that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the academy
- Transport provided in connection with an educational visit
- 3. **Academies in PROSPER Learning Trust may charge for:**
- School meals (unless a pupil is in receipt of free school meals)
- Board and lodging on residential visits
- The proportionate costs for an individual child, of optional activities wholly or mainly outside the academy's hours and curriculum to meet the costs for:
  - Travel
  - Materials, books and equipment, requested by a parent/carer
  - Cost of non-teaching staff or teaching/supply staff specifically engaged to provide that activity
  - Entrance fees
  - Insurance costs
- Vocal and musical instrument tuition (when an optional extra)
- Exams (See Individual Academies' Exam Policies):
  - Resits for public examinations where no preparation has been provided by the academy
  - Non-attendance of exams where the school has paid the examination fee
  - Re-marks or clerical checks requested by pupils/parents/carers
- Damage, loss or breakages caused wilfully or negligently by pupils – costs of replacement or repairs to property needed as a result of misbehaviour or negligence may be passed onto parents/carers
- Extra-curricular activities and academy clubs
- Education of international students
- Copies of information (see Data Protection/Freedom of Information Policies)

Any charge may not exceed the actual cost of providing the activity/service divided equally by the number of pupils participating in the activity. Where appropriate, the opportunity to pay in instalments will be offered to parents/carers who wish to pay in this way.

#### **4. Voluntary Contributions**

When organising visits which enrich the curriculum and educational experience of the pupils, the school may invite parents/carers to make voluntary contributions to the cost of the visit. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure them to make a contribution.

**No child will be excluded from an activity or treated differently simply because their parents/carers are unable to pay voluntary contributions.**

If the visit cannot be funded without voluntary contributions parents and carers should be notified of this in advance and if insufficient voluntary contributions are received and it is necessary to cancel the visit, all monies will be returned to the parent/carer.

It may be necessary for the academy to pay additional costs in order to support a visit. Parents/carers have a right to know how each trip is funded. The academy will provide this information on request.

#### **5. Remissions**

Each academy will give consideration to the remission of charges to parents or carers who receive the following benefits:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- 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 the maximum for any given tax year.
- The guarantee element of State Pension Credit
- Income related Employment and Support Allowance

Additionally, parents/carers who wish to be considered for the remission of charges, should apply to the Headteacher/Head of School. All applications will be dealt with confidentially on a case by case basis.

When parents/carers are informed about a forthcoming visit, it will be made clear that parents/carers who can prove they are in receipt of these benefits will be exempt from paying the cost of board and lodging.

Pupils of families who receive these payments may also be entitled to free school meals, free/subsidised travel to and from the academy and a school uniform grant.

Useful information can be found at:

<https://www.newcastle.gov.uk/benefits-and-council-tax/welfare-rights-and-money-advice>