



# Charging and Remissions Policy

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In this document, the Academy refers to Alderbrook School, a company limited by guarantee with registration number 07687619.

This document must be read in conjunction with the Academy Handbook; in particular Appendix 1 which lists the current incumbents of the statutory roles in an Academy and any delegated authorisations.

## Legislation and Guidance

- 1 This policy is based on guidance from Department for Education (DfE) and the Education Act 1996 sections 449-462 of which set out the law on charging for school activities in England. The Academy is required to comply with this Act through its Funding Agreement. The Act maintains that no charge may be made for the education of pupils as follows:
  - admission applications
  - education if it takes place within school hours
  - education outside school hours, if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that pupils are being prepared for at the school, or part of religious education.
  - instrument or vocal tuition that is part of the syllabus for a prescribed public examination
  - entry for a prescribed public examination if the pupil has been prepared for it at the school
  - examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
  - transporting registered pupils to other premises where the Trust Board has arranged for pupils to be educated
  - transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school
  - transport provided in connection with an educational visit.

## Education during normal school hours

### Practical materials

- 2 The Academy provides materials for all pupils involved in practical activities relating to the National Curriculum or examination pathway. However, parents / carers are asked to make a voluntary contribution in cash or kind as appropriate. There is no obligation for parents / carers to make a contribution and no child will be excluded from an activity because parents / carers have not contributed. A charge will be made for materials or ingredients where parents / carers have indicated in advance they wish to own the finished product. This applies to all items including wood, plastics, textiles and food, although in the case of the latter it is anticipated that parents / carers may supply the ingredients, therefore making a charge unnecessary. The Academy can also charge for any materials, books, instruments or equipment, where the child's parent / carer wishes him/her to own them.

### School Visits and Journeys

- 3 All education provided on such activities taking place within school hours will be free of charge, but charges will be made for venue entry, travel and board and lodging for residential activities. However, voluntary contributions may be invited and whilst no child may be excluded because of inability to pay, the Academy does have the right to cancel the trip if the level of contributions does not meet its budgetary requirements. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

### Losses and Breakages

- 4 As indicated in the Academy's Behaviour Policy, the cost of repair or replacement of lost, broken or defaced books, materials, equipment or building fabric will be charged to parents /

carers where the responsibility lies directly with the pupil as a result of damage caused wilfully or negligently.

### Examinations

- 5 The cost of examination entries for subjects taught within the mainstream curriculum will normally be met by the Academy. Charges may be made however in a number of situations:
- in cases where the candidate has failed to meet the Academy's entry criteria, but still wishes to be entered for the examination
  - where the candidate fails to meet the examination board's entry criteria after the final date of withdrawal
  - where candidates wish to enter an examination against the wishes of the Academy
  - where the examination is voluntary and falls outside the normal provision
  - resits for examinations where no further preparation has been provided by the Academy.

### Education outside of normal school hours

- 6 Where such education is part of the National Curriculum or examination pathway requirements, no charge will be made other than for board and lodging. Voluntary contributions, however, will be invited on the same basis as that for education during normal school hours.
- 7 Parents / carers will be charged in full for any activity organised through the Academy, wholly or mostly after school hours, which is not part of the National Curriculum.

### Education partly during school hours

#### Non-Residential

- 8 Where 50% or more of the time spent on any activity takes place within the normal school day, charges will be levied on the basis of paragraph 3 above.

#### Residential

- 9 If the activity takes place during term time and the number of school sessions missed as a result is less than 50% of the total number of half days taken by the activity then it is deemed to be out of school hours and will be covered by paragraph 6 above.
- 10 Where the number of school sessions missed is 50% or more of the total number of half days taken by the activity then charges would be levied on the basis of 3 above.

### Insurance

- 11 Any insurance costs will be included in charges for trips and activities.

### Remissions

- 12 The Trust Board will remit charges in line with the level specified in the Education Act 1996.
- 13 Pupils whose parents / carers are in receipt of the following support payments will be eligible for remission of charges for board and lodging costs during residential school trips deemed to be in school hours and essential to either an examination syllabus or the National Curriculum.

- 14 The relevant support payments are:
- 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 state pension credit
  - Child Tax Credit, where the parent/carers not also entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed the current level specified by HMRC
  - Working Tax Credit run-on – paid for 4 weeks after the parent/carer stops qualifying for Working Tax Credit
  - Universal Credit
  - Pupils who are on Free School meals (or have been in the past 6 years) or in receipt of the 16-19 Bursary are also eligible for remission of charges as laid down in our Pupil Premium policy and 16-19 Bursary Policy respectively. We will ensure we inform all parents /carers who are eligible for the support available to them when being asked for contributions towards any costs.
- 15 This policy should be reviewed annually by the Business Management Committee of the Trust Board.

## APPENDIX 1

Link to DfE Guidance on Charging for School Activities

[Charging for school activities](#)