Appendix 7: Charging and Remissions Policy

Each school produces its own Charging and remissions policy based upon the Tilian template as below. Please contact the school for their policy.

	The TILIAN PARTNERSHIP *Inspire to achieve*	**Template Policy Document**

Charging and Remissions Policy

Introduction
The Tilian Partnership Academies Trust (the Trust) is required by law to adopt a policy on charging and remission arrangements for each academy's activities.

The Trust wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education and Skills Funding Agency. The law states very clearly that education during normal academy hours is to be free of any compulsory charge to parents/carers, and the academy is committed to uphold the legal requirements. However, educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents/carers.

The academy's concern is to keep financial contributions to a reasonable minimum, and to ensure as far as possible that all children are able to take part, irrespective of their circumstances. The law recognises that charges may be made to parents/carers in certain defined circumstances - provided that each academy has identified the activities for which charges will be made, and has explained the basis on which charges may be reduced or waived for certain pupils.

The agreed policy is below.

1. Admissions
There is no charge for admissions.

2. Academy meals
There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged as per the displayed prices.

3. Public examinations
There is no charge for examinations that are part of the curriculum.

4. Activities that take place during academy hours (this does not include the break in the middle of the academy day)
There is no charge for activities during academy hours with the exception of music tuition (section 8).

There is no charge for transport during academy hours to academy-organised activities.

The academy may charge for:
• books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
• optional extras (section 5)
• music or vocal tuition (section 8).

5. Activities that take place outside of academy hours (non-residential)
There is no charge for activities that take place outside of academy hours when they are:
• part of the set curriculum, including sports matches against other schools
• part of the syllabus for a public examination that the pupil is being prepared for by the academy
• part of the academy's basic curriculum for religious education. Optional extras The academy will charge for optional extras.

Optional extras are:
• education provided outside of academy time that is not:
    a) part of the National Curriculum
    b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy
    c) part of religious education
• examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
• transport that is not taking the pupil to an academy or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
• board and lodging for a pupil on a residential visit.

The cost of optional extras
The Head will decide when it is necessary to charge for optional activities, and the levels of charge will be set by the Head on the recommendation of the School Governance Committee (SGC).

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

When calculating the cost of optional extras an amount may be included in relation to:
• any materials, books, instruments or equipment provided in connection with the optional extra
• non-teaching staff
• teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
• the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The academy will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place partly during academy hours either on or off site
Where the majority of a non-residential activity takes place during academy hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on activity. In cases where the majority of a non-residential activity takes place outside of academy hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a visit. In this case the charging of the activity will be the same as is outlined in section 5.

7. Residential activities
Our academies will not charge for supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a residential visit

Our academy will charge for board and lodging
When any visit has been organised by the academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during academy hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

Travel Travel charges will apply for residential activities. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

8. Music tuition within academy hours

The Trust follows government legislation that states that all education provided during academy hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The academy will charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The academy will not charge if the music tuition is part of the National Curriculum. This includes instruments, music books and exam fees.

The Trust is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within academy hours will be reduced for pupils on free school meals.

9. Extended services

The Trust is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services).

Extended services enable our academy to provide:

• high-quality learning opportunities either side of the academy day
• ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
• ways of increasing pupil engagement
• ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.
• Breakfast and homework / extended hours clubs which sometimes include providing meals.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages
Where academy property has been wilfully damaged by a pupil or parent the academy may charge those responsible for the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge the cost to those responsible.

Whether or not these charges will be made will be decided by the Head and will be dependent on the situation.

11. Remissions and concessions
The academy will give consideration to the remission of charges to parents or carers who receive the following support payments:
• Income Support
• Income based Job-seekers Allowance
• Child Tax Credit (where the person is not receiving Working Tax Credit as well)
• Support under part VI of the Immigration and Asylum Act 1999
• Guaranteed Element of State Pension Credit
• Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head will be responsible for the authorisation of the remission of charges.

The academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Head.

12. Voluntary contributions
The Trust may ask for voluntary contributions to the academy for general funds and/or to fund activities that will enrich our pupils' education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the academy.

If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution and the academy will in no way pressure parents to make a contribution.

13. Inability to pay
The Trust is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not make the payment will not be disclosed under any circumstances.

14. Appeals

If parents are not happy with a decision made by the Head in relation to charging and remissions then they should write a letter to the Chair of the School Governance Committee to ask them to review the decision and the reason(s) for this. The Chair of the SGC will write a formal response within 15 working days.