



# Charging and Remissions Policy 2018

The Richard Huish Trust

Trust Executive



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## Charging and Remissions Policy

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## **1. Introduction**

- 1.1 The Richard Huish Trust (the Trust) is established by Richard Huish College to provide governance and oversight to those academies that are part of the Trust. These include:
- i. The Taunton Academy,
  - ii. West Buckland Primary
  - iii. North Curry CofE Primary
  - iv. Nerrols Primary and Nursery
  - v. North Town Primary
- 1.2 This Policy applies to each of the Academies listed above.

## **2. Relevant Legislation**

- 2.1 The 1996 Education Act (Sections 449-462) and the Academies Funding Agreement requires all schools and academies to have a policy on charges and remissions for school activities, which is to be kept under regular review.
- 2.2 The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for instrumental and vocal tuition.
- 2.3 This policy accounts for the legislation listed above and has also been informed by Department for Education (DfE) guidance.

## **3. Policy Principles and Aims**

- 3.1 The Trust recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. Therefore, the Trust aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.
- 3.2 The Trust believes that all students should have an equal opportunity to benefit from Academy activities and visits regardless of their parents'/carers' financial means. The Academy will endeavour to ensure a good range of visits and activities is offered and try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.
- 3.3 This policy aims to:
- i. ensure Academy activities are accessible to students regardless of family income;
  - ii. provide clarity over those activities which the Academy will provide free of charge and for those activities where there may be a charge.

## **4. Definition**

- 4.1 The Academy day is defined as: 8.40 a.m. to 3.10 p.m.
- 4.2 The term 'Academy's main curriculum' is defined as the national curriculum, the academy's standard curriculum (in cases where the Academy does not deliver the national curriculum), or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education.

## 5. General Education Provision During the Academy Day

- 5.1 No charges will be made for:
- i. education provided during school hours (including the supply of any materials, books, instruments or other equipment);
  - ii. transporting students to other premises where the Academy has arranged for students to be educated.

## 6. Day Trips/Activities

- 6.1 For trips/activities which take place during the Academy day and are part of Academy's main curriculum, no charges will be made.
- 6.2 For trips/activities which take place outside the Academy day and are part of the Academy's main curriculum, no charges will be made.
- 6.3 For trips/activities which are not part of the Academy's main curriculum and take place during the Academy day, no charges will be made.
- 6.4 For trips/activities which are not part of the Academy's main curriculum and take place outside the Academy day (e.g. optional enrichment activities), a charge will be made to cover the full cost of the trip/activity.

## 7. Residential Trips

- 7.1 For residential trips which are designed to fulfil the requirements of the Academy's main curriculum a charge will be made for the costs of board and lodgings. Exceptions apply to those students whose parents are in receipt of certain benefits (**see section 15 below**).
- 7.2 For residential trips which are not designed to fulfil the requirements of the Academy's main curriculum, the following applies:
- i. If 50% or more of the trip (including any travelling) is during the Academy day, then a charge will be made for the costs of board and lodgings. Exceptions apply to those students whose parents are in receipt of certain benefits (**see section 15 below**).
  - ii. If 50% or more of the trip is outside of the Academy day, then a charge will be made to cover the full cost of the trip.

## 8. Optional Extras

- 8.1 Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**
- Education provided outside of school 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 school; or
    - (c) Part of religious education.
  - Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
  - transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
  - board and lodging for a pupil on a residential visit;
  - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

- 8.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## **9. Materials**

- 9.1 Where a student or parent/carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be made for the cost of the materials used.

## **10. Music Tuition**

- 10.1 No charges will be made for the tuition of students learning to play musical instruments (or singing) if the tuition is required as part of the Academy's main curriculum.
- 10.2 Charges will be made for instrumental or vocal tuition provided either individually or to groups of any size, provided that the tuition is requested by the parent and is not required as part of the Academy's main curriculum. Such charges will not exceed the cost of the provision.

## **11. Examinations**

- 11.1 No charges will be made for entry for a prescribed public examination, if the student has been prepared for it at the Academy.
- 11.2 For examination re-sits the following apply:
- i. No charge will be made for the examination re-sit if the student is being prepared for the re-sit at the Academy and the Academy judges it to be beneficial to the educational progress of the student to re-sit the examination (unless the student fails without good reason, to meet any examination requirement for a syllabus, in which case a charge for the entry fee would be recovered from the parents);
  - ii. In cases where students are entered to re-sit examinations at the request of parents/carers, despite the Academy's view that the re-sit will not be beneficial, a charge for the entry fee will be made.

## **12. Damage to property**

- 12.1 A charge will be sought from parents in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or materials), the charge being the cost of replacement or repair or such lower cost as the Principal may decide.
- 12.2 A charge will be sought from parents in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the Academy, the charge being the cost of replacement or repair or such lower cost as the Principal may decide.

## **13. Calculating charges**

- 13.1 When charges are made for any trip/activity, whether during or outside of the Academy day, they will be based on the actual costs incurred (but not including supply cover costs to cover for those staff absent due to supporting trips/activities on a residential visit), equally divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't.
- 13.3 The principles of best value will be applied when planning activities that incur costs to the Academy and/or charges to parents/carers.

## 14. Voluntary Contributions

- 14.1 Voluntary contributions may be sought (at the discretion of the Head) for activities/trips during the Academy day, which entail additional costs. In such cases the following will apply:
- i. It will be made clear to parents/carers that there is no obligation to make any contribution.
  - ii. If the activity/trip cannot proceed without voluntary contributions, then this will be made clear to parents/carers from the outset.
  - iii. No student will be excluded from an activity/trip on the basis that the parent/carer is unwilling or unable to pay.
  - iv. If insufficient voluntary contributions are raised to fund the activity/trip, or the Academy cannot fund the costs from another source, then the activity/trip will be cancelled.

## 15. Remissions

- 15.1 In respect of residential trips for which board and lodgings will be charged (**see section 7 above**), parents/carers who can demonstrate that they are in receipt of the following benefits will be exempt from paying for the cost of board and lodgings:
- i. Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get);
  - ii. Income Support (IS);
  - iii. Income-based Jobseeker's Allowance;
  - iv. Support under part VI of the Immigration and Asylum Act 1999;
  - v. Child Tax Credit, (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
  - vi. Working Tax Credit run on paid for 4 weeks after you stop qualifying for Working Tax Credit;
  - vii. The guarantee element of State Pension Credit; or
  - viii. An income related employment and support allowance.
- 15.2 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.
- 15.3 The Headteacher may determine to remit charges in full or in part in respect of a student, if it is felt reasonable to do so in the circumstances.

## 16. Related Policies

Educational Trips Policy