



BARNSOLE PRIMARY TRUST

CHARGING AND REMISSIONS POLICY

Review Body:	Board of Trustees
Date:	May 2018
Review Due:	May 2019

Charging and Remissions Rationale

We believe all our pupils should have an equal opportunity to benefit from academy activities and visits both curricular and extra-curricular independent of their parent or carers financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Roles and responsibilities of Head of School, staff and Board of Trustees

The Head of School, staff and Board of Trustees will ensure that the following applies:

Charges will not normally be levied for

- Education provided during academy hours (including the supply of any key materials, books, instruments or other equipment).
- Education provided outside academy hours which is part of a syllabus at the academy, or part of the academy's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during academy hours.
- Education provided on any trip that takes place outside academy hours if it is part of the National Curriculum, or part of the academy's basic curriculum for religious education.
- No charge will be made for an admission application for a place at an academy in the Trust.

Charges may be levied for

- Materials, books, instruments or equipment where parents want their child to own such items.
- Optional extras – participation in any optional extra activity that is strictly on the basis of parental choice, agreement and their willingness to pay charges. These can include board and lodging for a pupil on a residential visit or extended day services such as breakfast club.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is not part of the National Curriculum.
- Community facilities such as lettings.
- Certain Early Years provision such as Nursery fees for non-funded pupils.

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Board of Trustees has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to the parent or carer in particular circumstances. Criteria for qualification for remission are those pupils eligible for the Pupil Premium.

Additional considerations

The Board of Trustees recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the academy year so that parent or carer can plan ahead.
- We have established a system for parent or carer to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupil from families on lower incomes and we will avoid that method of selection.

Schools may ask parents or carers for voluntary contributions to fund the school activity. However, if a parent is unwilling or unable to make a payment their child will not be excluded from the planned activity. If voluntary contributions are not enough to fund a particular activity or the school cannot fund it from any other source. The activity will be cancelled.

Monitoring and evaluation

The Finance Committee will monitor the impact of this policy by auditing a range of activities and the subsidies awarded for these.