



**Compass**  
Academy Trust

## **Charging & Remissions Policy**

**Approved by Trustees: December 2015**

**Due for Review: December 2016**



# Charging & Remissions Policy

## Introduction

The Compass Academy Trust recognises the value of providing a wide range of experiences to enrich and extend pupils learning, and to contribute to their personal and social development. The Trust aims to promote and provide such experiences for pupils both as part of a broad and balanced curriculum and as additional optional activities.

All pupils at Compass Academy Trust should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered whilst at the same time minimising the financial barriers that may prevent some pupils from taking full advantage of the opportunities.

The information in this policy complies with the legislation provided for in the Education Act 1996.

### The Academy Trust will make no charges for:

- An admission allocation to the school;
- Education provided during schools hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school 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 school, or part of religious education;
- Instrument or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for prescribed public examination, if the pupil has been prepared for it at the school.

### Activities for which charges can be made by the Academy Trust:

- Any materials, books, instruments or equipment where the child's parent wishes them to be brought home and kept;
- Optional extras (see below);
- Music tuition, but only where the teaching is not an essential part of either the Curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school;
- Certain early years provision – see The Education (Charges for Early Years Provision) Regulations 2012;
- Community facilities – see s.27(1) of the Education Act

### Optional Extras

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:
  - i. Part of the national curriculum
  - ii. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - iii. Part of religious education
- Examination entry fees if the registered pupil has not been prepared for the examination at the school;

- Transport (other than transport that is required to take the pupil to school or to other premises where the Academy Trust has 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 clubs, after-school clubs, tea and supervised homework sessions).

In calculating the cost of these optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover those teachers who are absent from school accompanying pupils on a residential visit.

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

### **Voluntary Contributions**

Compass Academy Trust may request voluntary contributions from parents for the benefit of the school or any school activities. However, if an activity cannot be funded without voluntary contributions, the Academy Trust will make this clear to parents at the outset. It will also be made clear to parents that there is no obligation to make a contribution.

No child shall be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised, or the school cannot fund this from some other source, then the activity will be cancelled. If a parent is unwilling or unable to pay, their child will still be given equal chance to go on the visit.

### **Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition, provided the tuition is being provided at the request of the pupil's parent. Charges will not exceed the cost of the provision, including the cost of the staff that provides the tuition.

In line with the Regulations no charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

### **Transport**

The Academy Trust will not charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit.

### **Residential Visits**

Compass Academy Trust will charge for:

- Board and lodging but the charge will not exceed the actual cost.

Compass Academy Trust will not charge for, but may request voluntary contributions towards:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside of school hours if it is part of the national curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

If insufficient voluntary contributions are raised, or the school cannot fund this from some other source, then the residential visit may have to be cancelled.

Parents will be exempt from paying the cost of board and lodging if they can prove they are in receipt of the following benefits:

- i. Universal Credit in prescribed circumstances;
- ii. Income Support
- iii. Income Based Jobseeker's Allowance;
- iv. Child Tax Credits, 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 £16,190 (financial year 2013/14);
- v. The guarantee element of State Pension Credit
- vi. Any other benefit or allowance, or entitled to any tax credit under the Tax credits Act 2002 or elements of such a tax credit, prescribed for the purposes of this paragraph, in such circumstances as may be so prescribed;
- vii. An income related employment and support allowance that was introduced on 27 October 2008.

### **Education partly during school hours**

A charge will only be made for an activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared

for at the school and not part of religious education. Where an activity takes place partly during and partly outside school hours, the following basis will be used for determining whether it is deemed to take place either inside or outside school hours.

#### Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

#### Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours. A "half day" means any period of 12 hours ending with noon or midnight on any day.

##### Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place in school hours.

##### Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.