



CHARGING AND REMISSIONS POLICY

**Adopted by the Trustees of the
Leodis Academies Trust
on 6 July 2017**

This is Leodis Academies Trust's Charging and Remissions Policy which must be implemented and adhered to in each Academy within the Trust.

The Trustees are responsible for the overall Charging and Remissions Policy.

The Local Governing Board and Principal/Headteacher of each Academy are responsible for the implementation of the Charging and Remissions Policy.

Distribution

East Ardsley Primary Academy
Hill Top Primary Academy
Westerton Primary Academy
Woodkirk Academy

Signed:

Print:

Chair of Trustees

Date: July 2017

Signed:

Print:

Principal – East Ardsley Primary Academy

Date: July 2017

Signed:

Print:

Principal – Hill Top Primary Academy

Date: July 2017

Signed:

Print:

Principal – Westerton Primary Academy

Date: July 2017

Signed:

Print:

Principal – Woodkirk Academy

Date: July 2017

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1. CHARGING POLICY

1.1. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

1.2. Responsibilities

The Board of Trustees for Leodis Academy Trust of the Trust is responsible for determining the content of this policy and the Principal of each Academy for implementation. Any determination with respect to individual parents will be considered jointly by the Principal and Local Governing Board. .

1.3. Charges cannot be made for:

- 1.3.1. The Directors of the Trust recognise that legislation prohibits charges for the following;
- 1.3.2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 1.3.3. 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 student is being prepared for at the school, or part of religious education.
- 1.3.4. Tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- 1.3.5. Entry for a prescribed public examination, if the student has been prepared for it at the school.
- 1.3.6. Examination re-sits, if the student is being prepared for the re-sit at the school.
- 1.3.7. Education provided on any trip that takes place during school hours.
- 1.3.8. Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- 1.3.9. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- 1.3.10. Transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- 1.3.11. Transporting registered students to other premises where the governing board or local education authority has arranged for pupils to be educated.
- 1.3.12. Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school.

1.3.13. Transport provided in connection with an educational trip.

1.4. Charges may be made for:

1.4.1. Board and lodging on residential visits (not to exceed the costs).

1.4.2. The proportionate costs for an individual child for activities ('optional extras') wholly or mainly outside school hours for:

1.4.2.1. Travel.

1.4.2.2. Materials and equipment.

1.4.2.3. Non-teaching staff costs.

1.4.2.4. Entrance fees.

1.4.2.5. Insurance costs.

1.4.3. Vocal and musical instrument tuition.

1.4.4. Re-sits for public examinations at the request of the student/parent.

1.4.5. Examination fees where a student fails without good reason to sit the exam.

1.4.6. Any other education, transport or examinations where no further preparation has been provided by the school.

1.4.7. Any other education, transport or examination fee unless charges are specifically prohibited.

1.4.8. Revision guides

1.4.9. Breakages and replacements as a result of damages caused wilfully or negligently by students.

1.4.10. Extra-curricular activities and school clubs.

1.4.11. Any extended school activity.

1.4.12. Damage/ vandalism/ loss to and of school property.

1.4.13. Community Use/ Lettings/ (arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

1.4.14. Locker deposit.

1.4.15. Voluntary contributions to School Funds.

2. REMISSIONS POLICY

2.1. Students whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs for those trips deemed to be compulsory for curriculum delivery. The relevant support payments are:

2.1.1. Income Support; Income Based Jobseeker's Allowance;

2.1.2. Support under Part VI of the Immigration and Asylum Act 1999;

- 2.1.3. Child Tax Credit, provided that Working Tax Credit, including working tax credit 'run-on' is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (in respect of this item account will need to be taken of any revision to the amount);
 - 2.1.4. Guarantee element of State Pension Credit; or
 - 2.1.5. an income related employment and support allowance.
- 2.2. The Principal, Finance Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
- 2.3. The Principal, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

3. VOLUNTARY CONTRIBUTIONS

- 3.1. Parents will be invited to make a voluntary contribution for the following:
- 3.1.1. Educational visits that are non residential.
 - 3.1.2. Educational visits taking place during school time that are residential
 - 3.1.3. Special events involving visiting artists or experts to school (eg theatre group, musicians) where there is a cost to the school.
 - 3.1.4. Ingredients for baking/cooking where the product will be taken home by students.
- 3.2. The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge, that the contribution is genuinely voluntary and a parent is under no obligation to pay.
- 3.3. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.
- 3.4. Where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.
- 3.5. The responsibility for determining the level of voluntary contribution is delegated to the Principal or their designate.

4. OTHER CHARGES

- 4.1. The Principal or Local Governing Board may levy charges for miscellaneous services up to the cost of providing such services.
- 4.2. The Local Governing Board will determine and publish annually the price to be charged for the school meal for non PFI Academies.
- 4.3. For PFI Academies, the Principal will determine and publish annually the price to be charged for school meals following guidance from the PFI provider.
- 4.4. 'Cook Milk' is the company that provide milk and charges parents directly.
- 4.5. Community Use/ Lettings/ (arrangements for the letting of school premises and charges are contained in the Letting Charges Policy for each Academy).

5. MONITORING, EVALUATION AND REVIEW

- 5.1. Principals are responsible for monitoring all aspects of this Policy.
- 5.2. An annual report will be presented to the Finance and Premises sub-committee in each Academy in respect of figures pertaining to charges and remissions and parental contributions.