



Community First Academy Trust

Charging and Remissions Policy

Community First Academy Trust
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ADOPTED AT THE MEETING OF TRUSTEES

CHAIR OF BOARD: Mr J Pugh

This is a Trust-wide policy adopted and reviewed by either the Trust Board or Finance Committee and relates to all schools that are partners within the Trust.

Specific Academy policies, e.g. curriculum policies will be found on the individual school websites.

Date: July 2018

Planned Review Date: July 2020

Charging and Remissions Policy in Connection with Education

General

We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

Academies are required through their funding agreements to comply with the law on charging for school activities.

In accordance with the Education Reform Act of 1988 and in accordance with sections 449-462 of the Education Act 1996, no charges are made to any registered student for any books, materials, equipment or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which allows charges to be made for residential school trips and artefacts made in school and taken home, for example.

This policy statement makes the distinction between those activities undertaken at Platt Bridge Community School for which the Local Academy Board is prohibited from charging for the service provided and those activities/ services for which it is permitted to levy charges.

Voluntary Contributions

Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Head of School and Governors may remit some charges in part or in full as reasonable, in particular individual circumstances.

Prohibition of Charges

The academy cannot charge for:

- An admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- Education provided during school 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 student is being prepared for at the academy, or part of religious education ;
- Instrumental or vocal tuition, for a student learning individually or in groups, unless the tuition is provided at the request of the students parent/ carer;

- Entry for a prescribed public examination, if the student has been prepared for it at the academy; and examination resit(s) if the student is being prepared for the re-sit(s) at the academy.

Provision of Education

As part of its statutory responsibilities, this academy will not charge for the education of registered students at the academy for education provided during normal school hours with the exception of:

Tuition in playing a musical instrument where the tuition is provided individually or to a group of not more than four students. If the music tuition is provided out of school hours and not being aimed for public examination, then charges may be levied accordingly.

Education provided partly during and partly outside school hours

Unless there are exceptional circumstances whereby education provided to students (even a residential trip) falls significantly outside of normal school hours, then the academy will not charge for the service provided in accordance with Section 452 of the Education Act 1996.

Examinations

Charges cannot be made in respect of the entry of a registered student for a prescribed public examination for which the student has been prepared at the academy, unless the academy have paid the examination fee and the student fails, without good reason, to meet any examination requirement for that syllabus. In such circumstances the academy may recover the amount of the fee from the student's parent / carers.

Incidental Charges

I. The parent/ carer of students registered at the academy may not be charged for or asked to supply any materials, books, instruments or other equipment for, or in connection with, the statutory education provided in the academy, or a syllabus for a prescribed examination for which the student has been prepared at the academy.

II. Charges will not be made for transport provided for a registered student if the transport is incidental to the statutory education provided by the academy or is required to allow a student to meet any examination requirement for any syllabus for a prescribed student examination for which they have been prepared by the academy.

For these purposes, incidental to statutory educational provision is defined as transport to and from any part of the academy premises in which provision is made for these students, or, to and from any place outside the academy premises where such provision is made.

Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the student, where the parent/carers has indicated in advance of the payment that they wish the article to be owned by the student /parent/ carer.

Permitted Charges

The academy may raise a charge to the parent/ carers of students concerned for the following:-

1. Board and lodging provided to a registered student on a residential trip;
2. The provision of extra-curricular activities out of school hours such as sports clubs, summer schools, child care and wrap around services;
3. Additional transport costs, which are not incidental to the education, provided to registered students;
4. Examination costs where a student has failed to meet the examination requirements of the syllabus. Any charge that is raised will be payable by the parent/ carer of the student concerned and will not exceed the actual cost of service provided.
5. Breakages and replacements as a result of damages caused wilfully or negligently by students.
6. Individual tuition in the playing of a musical instrument or vocal tuition.