



Charging and Remissions Policy

Batley Multi Academy Trust

Approved by: Board of Trustees

Reviewed by: ABr

Last reviewed on: December 2020

Next review due by: December 2023

Introduction	3
Visits	3
Other Activities	3
Charges for Optional Extras	4
Optional Activities Outside of the School Day	4
Activities Partly During School Hours	4
Music Tuition	4
Other Activities During School Hours	5
Public Examinations	5
Residential Visits	5
School MiniBus	6
Voluntary Contributions	6
Calculating Charges	6
Remissions	6
Support Benefits	6

Introduction

Batley Multi Academy Trust provides free education for all attending students and learners. This policy is implemented within the letter of the law, whilst also embracing the spirit of it.

The purpose of the policy is to ensure that, during the school day, all students and learners have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities.

Visits

Where visits are arranged, either as an integral part of a particular syllabus or to enhance students and learner learning experiences, parents may be asked to contribute towards the cost. However, legislation states that a student or learner should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the visit leader, Co-Heads/Headteacher or Local Governing Body for exemption from such contributions.

If a charge is made for each student or learner, this should not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fundraising, and not by charging the paying students or learners more.

This may mean that there comes a point when a trip is not viable if sufficient contributions are not forthcoming, and the trip may need to be cancelled.

Other Activities

Batley Multi Academy Trust believes that students and learners should be given as many varied learning experiences as possible, and will do its utmost to ensure that they all have the opportunity to benefit from such experiences. For other activities such as music tuition, field trips, concert and theatre visits, the following table below indicates the charges that will be made.

Activity	Comment
Individual instrumental music tuition that is over and above the national curriculum, and/or an approved examination syllabus.	Although currently provided free of charge, a charge may be made per lesson. This will be reviewed annually. Parents in receipt of certain benefits could be eligible for a reduction of fees. Examination fees are paid by parents.
Transport to work experience	Parents/students shall pay directly (except stated students/learners where the statement refers to transport).
Activities outside school time not related to statutory duties.	Charges may be levied.
Board and lodging on residential visits.	A charge will be made, although these may be reduced where families receive benefits and/or students/learners are in receipt of Pupil Premium funding.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.

Ingredients/materials for practical subjects	Parents are encouraged to provide materials for practical subjects, but no child must be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay.
Lost school equipment, books etc.	Parents may be expected to replace or purchase items of lost property.
Breakages and damages to school buildings, furniture or property	Parents to be made aware that wilful damage to school buildings or property may be charged to parents by the school.
Requests made under the Freedom of Information Act and other associated Data Protection guidelines	Charges will be made in line with the relevant guidance.

Charges for Optional Extras

Optional Activities Outside of the School Day

Batley Multi Academy Trust may charge for optional, extra activities provided outside of the school day, for example trips to the theatre.

Participation on 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 prerequisite for the provision of an optional extra. Parents may also be requested to pay a non-refundable deposit.

Activities Partly During School Hours

Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place either outside or inside school hours. If 50% or more of the activity, including travel time, falls during school hours, it will be deemed to take place during school hours. However, if 50% or more of the activity including travel time falls outside of school hours it will be deemed to take place outside of school hours and a charge can be made under optional extras.

Music Tuition

The Charges for Music Tuition (England) Regulations 2007 came into force on 1 September 2007. These regulations provide for the charging of tuition in groups of any appropriate size and allow charging for vocal tuition. However, instrumental and vocal tuition, which is part of the national curriculum cannot be charged for .

Further information available here: <http://www.legislation.gov.uk/ukxi/2007/2239/contents/made>

Other Activities During School Hours

Non-school organisations, such as theatre groups, may be asked by school to arrange an activity to take place during school hours. Such organisations may charge parents who want their children to join in with the activity. While schools cannot charge for school-time activities, they can still ask parents to make voluntary contributions to help school funds go further where this is the source of funding. While it is legitimate for the school to say a particular activity cannot take place if sufficient voluntary funding is not forthcoming, no student/learner may be left out of such an activity because their parents cannot or will not make a contribution. Parents who do not wish their child to attend

must ask the school to agree to their child's absence. The Co-Heads/Headteacher and Local Governing Body must decide whether this is in the student's/learner's best interests.

Public Examinations

No charges may be made for entering students/learners for public examinations that are set out in regulations. The Governing Body must enter a student/learner for each examination in a public examination syllabus for which the school has prepared the student/learner. This does not need to apply if the Governing Body thinks there are educational reasons for not entering the student/learner, or if the student's/learner's parents ask, in writing, that the student/learner should not be entered.

An examination entry fee may be charged to parents if:

- The examination is on the set list, but the student/learner was not prepared for it at the school.
- The examination is not on the set list but the school arranges for the student/learner to take it.
- A student/learner fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee.
- A parent requests re-scrutiny of their child's examination paper.

Charges may not be made for any cost associated with preparing a student/learner for an examination. However, charging is allowed for tuition and other costs if a student/learner is prepared outside school hours for an examination that is not set out in regulations.

Residential Visits

Residential activities are treated in a similar way to educational activities that take place wholly or partly outside school hours. A residential visit counts as falling within school-time if the number of school sessions missed by the students/learners amounts to at least 50% of the number of half days taken up by the activity.

For a residential visit that takes place largely during school-time, or that is essential to the curriculum provided by the school, no charge can be made for the education element or the cost of travel. Charges can be made for board and lodging.

School MiniBus

Charges will not be made for transporting students/learners to or from the school premises where the school has arranged for students/learners to be educated or in connection with an educational visit.

Charges for use of the school minibus are made in accordance with the minibus booking form.

Voluntary Contributions

The staff, Trustees and Governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the students/learners. However, it may be necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs, for example Extended Learning Day activities.

In these circumstances no student/learner will be prevented from participating because their parents cannot or will not make a contribution. Students/learners of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Each school reserves the right to cancel any activity if not enough voluntary contributions are collected.

Calculating Charges

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students/learners participating.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions

Pupils, whose parents are in receipt of the support payments will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

Remissions may also be available for residential visits that are not part of a prescribed examination or basic curriculum situation, or for trips and other activities which are part of extended school provisions.

Support Benefits

Remissions will be made as above for students/learners whose parents are in receipt of the following benefits:

- Universal credit in prescribed circumstances (the government plans to prescribe these circumstances when universal credit is fully rolled out).
- Income support.
- Income-based jobseekers allowance (IBJSA).
- Support under part VI of the Immigration and Asylum Act 1999.
- Child tax credit, provided that the family's income as assessed by HMRC does not exceed certain limits.
- The guarantee element of state pension credit.
- An income-related employment and support allowance.

At the discretion of the Co-Heads/Headteacher other cases of hardship where parents are not in receipt of any of the above support may be considered to remit charges wholly or in part of.