

ACORN MULTI ACADEMY TRUST

Charging and Remissions Policy

for Acorn Multi Academy Trust Schools

Status	Adopted by the Trust Board on 16th July 2018
Policy Reviewed	June 2021
Policy Agreed	30 July 2021
Panel Responsible:	Finance & Audit Committee
Policy Origin	Babcock LDP/Devon CC
Date Full Review:	July 2022
Policy Management:	Clerk

This Policy describes the circumstances when the parents of children at schools within Acorn Multi Academy Trust will be asked to pay for school activities, when they will be asked to make a [voluntary contribution](#) to costs and when they will not be asked to pay or contribute.

It also describes [Remission](#); when costs will be waived for children from low income households.

Text that is underlined in blue indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this Policy, please ask for advice from the school.

Charging and Remissions Policy

Section	Contents	Page
	Description of this Policy	1
1	Equality and Safeguarding Statements	3
2	Introduction	3
3	Responsibilities	3
4	Policy Statement	3
5	Voluntary Contributions	4
6	Optional activities outside of the school day	4
7	Education partly during school hours	4
8	Music Tuition	4
9	Residential Trips	5
10	Remission	5
11	Refunds	
12	Calculating Charges	6
13	Policy version	6
14	Contacts for further information	6

1 Equality and Safeguarding Statements

- 1.1 Acorn Multi Academy Trust will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.
- 1.2 We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

2 Introduction

- 2.1 The purpose of the Policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in May 2018.

3 Responsibilities

- 3.1 The Head of School will ensure that staff are familiar with and correctly apply the policy. The Trust Board of Directors will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

4 Policy Statement

- 4.1 All activities that are a part of the National Curriculum¹ for compulsory school age children,² necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school,

¹ The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject. Academies don't have to follow the national curriculum but must teach a broad and balanced curriculum including English, maths, and science. They must also teach religious education. This school is an academy. We will consider our curriculum to be the national curriculum for this purpose.

² Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.

5 Voluntary Contributions

5.1 Acorn Multi Academy Trust is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay.

We will ask parents to make a voluntary contribution towards costs for activities during the school day¹ which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The Head of School or teacher will also make it clear to parents that there is no obligation to make any contribution.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge, in these circumstances the school may ask for a voluntary contribution from parents.

6 Optional activities outside of the school day and Extended Services

6.1 Acorn Multi Academy Trust provides a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities and extended services. Extended services enable our schools to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples of extra-curricular activities are sports activities, theatre visits and extended day services such as the before and after school clubs. Charges will be based on the cost incurred, for example to cover the cost of non-teaching or teaching staff engaged to provide the activity or brought in to run the club.

The before and after school clubs will be charged at a commercial rate. In all cases, the total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

7 Education partly during school hours

7.1 A charge will only be made for the 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.

A) Non-Residential

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

B) Residential

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 (even if some activities take place late in the evening).

8 Music Tuition

8.1 Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).¹

In cases of hardship the Board of Directors will consider in their absolute discretion the remission of fees (either in full or in part) for those children who they consider will benefit from such tuition, this includes children in receipt of pupil premium.

9 Residential Trips

9.1 There will be **no charge** for:

- Education provided on any visit that takes place during school hours:
- Education provided on any visit 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 pupil is being prepared for at the school, or
 - part of religious education; and
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **will charge** for:

- Board and lodging (the charge will not exceed the actual costs).

10 Remission

10.1 The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Board and Head of School.

When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the benefits listed below will be exempt from paying the cost of board and lodging. Parents who are eligible for the remission of charges will be dealt with confidentially.

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance

¹ For further information, see www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf

- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. The Head of School will authorise the remission of charges.

Children who are eligible for Pupil Premium funding will be offered 50% reduction for any residential trips and do not pay for any school trip during school time or swimming.

The Trust Board of Directors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Head of School, so that no child is discriminated against. All applications for support/special consideration should be made direct to the Head of School.

11 Refunds

11.2 Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Head of School. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

12 Calculating Charges

12.1 When 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 pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

Policy version:

This policy was determined and adopted by the Trust Board on 15/07/21. It will be reviewed and determined annually.

Contacts for Further Information

MAT contact information

01297 639254

The Old Tool Office, Chard Street, AXMINSTER, EX13 5EB

admin@acornacademy.org

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education & Skills Funding Agency (ESFA) - Bristol

0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency