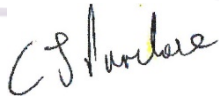




**CASTLE Trust**

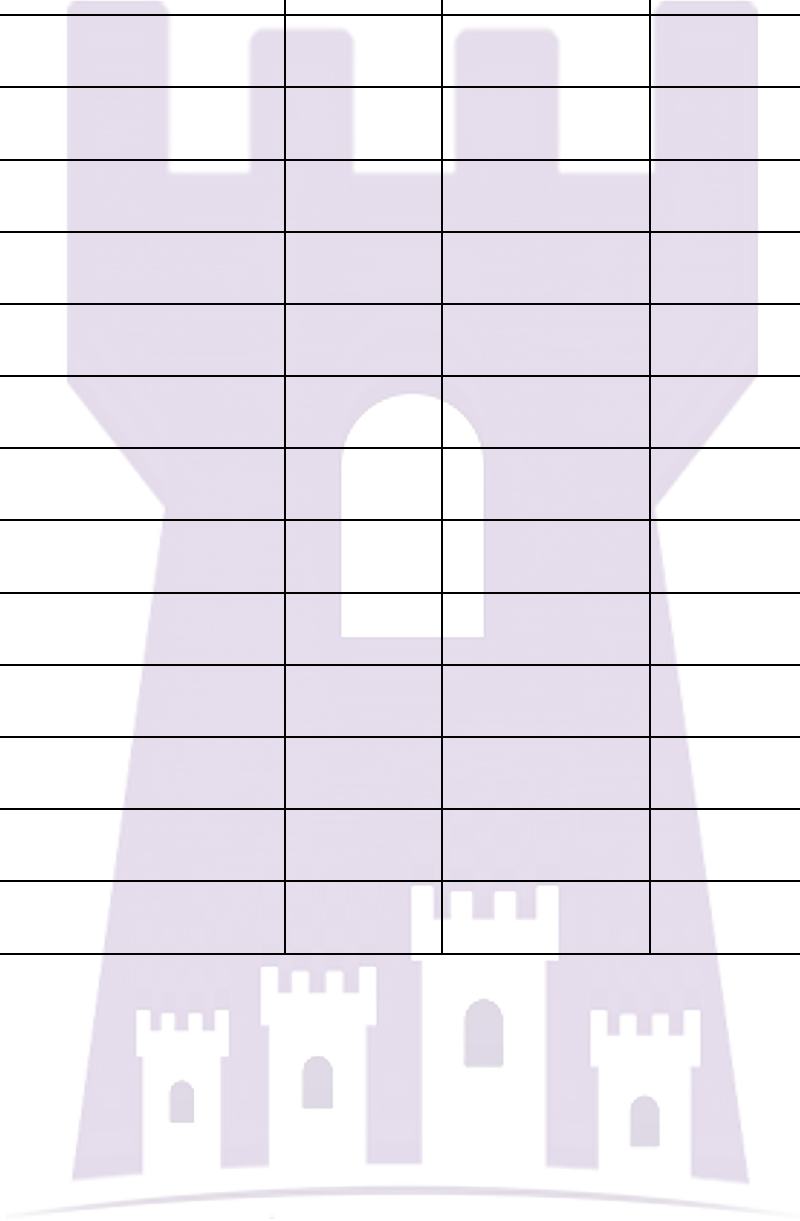
**Charging and Remissions Practices and Procedures**

<b>Review/Update By:</b>	Julia Knight
<b>Approved By (signature):</b>	 Castle Trust Board
<b>Date Approved:</b>	22/11/2019
<b>Next Review Due:</b>	November 2020

*Learning For All, By All, With All*

## Charging and Remissions Practices and Procedures - Record of Amendments

Amendment No.	Nature of Amendment	Page Number	Date of Amendment	Author	Amendments approved & re-issued



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## 1. Trust Policy Statement

CASTLE Trust wants all pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means.

## 2. Purpose

To set out the Trust approach to charging and remissions to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

These Practices and Procedures form Appendix D to the Trust Financial Procedures Manual.

## 3. Compliance

### 3.1. Is this a Statutory Policy?

Yes.

### 3.2. Legal Framework

Applies directly to academies and free schools via their funding agreements with the Department for Education.

### 3.3. Sharing and Publication Requirements

Must be published on the Trust website with links from school websites.

### 3.4. Review and Update

To be reviewed annually in term 2 by the Chief Finance Officer and Audit & Resources Committee, as part of the review and update of the Trust Financial Procedures Manual and in accordance with the Trust Policy and Key Document Review Plan. Any changes must be approved by the Trust Board.

## 4. Definitions

N/A

## 5. Practices and Procedures

These practices and procedures set out the Trust approach to charging and remissions to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by third party organisations offering activities and services on academy premises.

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for pupils entitled to free school meals. Pupils not entitled to free school meals will be charged at a rate determined by the contractor or Trustees, as appropriate.
3	Public examinations	<p>No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the academy.</p> <p>Where supported by the academy, we will not charge parents for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school.</p> <p>Where supported by the academy, we will not charge parents the entry fee if the examination is not on the set list, but school has arranged for the pupil to take it.</p> <p>We may charge parents the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Head of School.</p>
4	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	<p>No charge will be made for activities provided during school hours (with the exception of music tuition – see Section 8).</p> <p>A charge will be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product.</p>

5	<p>Activities for pupils that take place outside school hours (non-residential)</p>	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none"> <li>a) a necessary part of the curriculum</li> <li>b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school</li> <li>c) part of the school's basic curriculum for religious education</li> </ul> <p>Optional extras                  We may charge for some activities that take place outside school hours. The Head of School will decide which activities to make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the LAC.                  Where a charge is made, the total collected will not exceed the cost of providing the activity and no parent/carer will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.                  Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> <li>a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra</li> <li>b) non-teaching staff</li> <li>c) any materials, books, instruments or equipment provided in connection with the optional extra</li> <li>d) transport to an activity outside school hours</li> </ul>
6	<p>Activities that take place partly during school hours either on or off site (Non-residential).</p>	<p>Where the majority of time spent on a non-residential activity is within school hours, the activity will be treated as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.                  If the majority of the time spent on a non-residential activity is outside school hours, the activity will be treated as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 5.</p>

7	Residential Visits	<p>Residential visits are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.</p> <p><b>Board and lodging</b> Pupils will be charged an amount up to the full cost of board and lodging on residential visits whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging (See section 11 of guidance for details of legal entitlements to remissions).</p> <p><b>Travel</b> If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought. Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).</p> <p><b>Activities on residential</b> If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 5).</p>
8	Music tuition within school hours	<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.).</p> <p>No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc.</p> <p>No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.). We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Head of School and may vary depending on size of group, length of lesson and type of instrument.</p> <p>Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in section 11 of guidance as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.</p>

9	Childcare	Childcare offered to children before and after school and during school holidays will be charged at a rate determined by the contractor and in accordance with any requirements set by the local authority where it is subsidising the provision.
10	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head of School.</p> <p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the principal.</p>
11	Remissions and concessions	<p>We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible in Medway guidance.</p> <p>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Trustees, advised by the Head of School. The circumstances in which concessions are applied will be reviewed regularly.</p>



12	Voluntary contributions	<p>In certain circumstances, parents may be invited to make a voluntary contribution towards trip costs and activities that are exempt from charging.</p> <p>Where voluntary contributions are invited, children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded if their parents do not contribute.</p> <p>If a trip or activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the trip or activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p>
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## 6. Links to Other Policies

Financial Procedures Manual

