

# Charging and Remissions Policy

## Fairfax Multi-Academy Trust

|                        |  |
|------------------------|--|
| <b>Document Owner:</b> | <b>John Fitzgerald, Chief Operating Officer</b>                            |
| <b>Ratified By:</b>    | <b>Finance &amp; Resource Committee (Sub-committee of the Trust Board)</b> |
| <b>Date Ratified:</b>  | <b>October 2020</b>  |
| <b>Review Date:</b>    | <b>September 2023</b>  |



## Contents

|        |   |
|--------|---|
| Page 3 | Introduction  |
| Page 3 | Legislation and regulation  |
| Page 3 | Charging  |
| Page 4 | Residential activities  |
| Page 4 | Materials, equipment and ingredients  |
| Page 4 | Examination Fees  |
| Page 5 | Music Tuition   |
| Page 5 | Community Users   |
| Page 5 | General   |
| Page 6 | Remissions  |
| Page 6 | Fundraising and sponsorship   |
| Page 6 | Letting of the Trust facilities   |
| Page 7 | Responsibilities  |
| Page 8 | Appendix 1 - Application for Remission from Charges/Academy Uniform Support |



## 1. Introduction

- 1.1 The Trust recognises the valuable contribution that the wide range of additional activities, including clubs, out-of-school trips, residential trips and experiences of other environments can make towards students' all-round educational experience and their personal and social development.
- 1.2 For the purpose of this document, 'Parent' means any parent, carer or person with parental responsibility for a student.
- 1.3 The Trust and all of its Academies aims to promote and provide activities as part of a broad and balanced curriculum for all students.
- 1.4 While wishing to promote and provide as broad a range of such activities as possible for the benefit of all students, the Trust reserves the right to make a charge for certain activities organised by the Academies from time to time.

## 2. Legislation and regulation

- 2.1 The legislative and regulatory basis for charging and remissions is contained within:
  - Sections 449 – 462 of the Education Act 1996;
  - The Charges for Music Tuition (England) Regulations 2007;
  - s27(1) The Education Act 1996.

## 3. Charging

- 3.1 Optional extras can include:
  - Education provided outside of academy time not part of the curriculum, part of religious education or in preparation for a public examination a student is being prepared for by the Academy;
  - Examination entry fees if the subject is not offered at the Academy;
  - Transport that is not taking a student to the Academy;
  - Board and lodging on a residential visit;
  - Extended day services such as breakfast and after school clubs.
- 3.2 The Academy endeavours to provide a range of activities which are held outside the compulsory curriculum.
- 3.3 Parents will be notified in advance of any such activities and their estimated cost. Parent consent will be obtained for a child's participation in any such activity for which a charge is made.
- 3.4 Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity.
- 3.5 Where such an activity is provided to fulfil any requirements specified by a public



examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only Board and lodging charges will be made.

#### **4. Residential activities**

- 4.1 Where at least half of the time away from home is not normal academy time, where the trip involves an oversight stay or where the work undertaken is not an integral part of the examination course, the trip is classed as optional and parents can be expected to meet the full cost of residential courses in academy time.
- 4.2 Where the visit is deemed to have taken place during Academy day, or is part of the required curriculum, or is preparation for public examination, then only the cost of board and lodgings can be passed onto parents and this cannot exceed the actual cost.
- 4.3 Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges.
- 4.4 Parents will be notified in advance of any such activities and their estimated cost and parent consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each student.
- 4.5 The Academy reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions.
- 4.6 If a student is unable to go on a trip after the initial deposit has been paid (unless this is because of ill-health, for which a doctors' note will be required), parents will still be required to meet full cost of the trip, unless another student can be found to take up the place.

#### **5. Materials, equipment and ingredients**

- 5.1 The Academy reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in Academy hours, for example during design and food technology lessons for students. This will be at the discretion of the Academy.
- 5.2 It is the responsibility of parents to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside Academy hours and which are purely voluntary and optional. It remains the parent's responsibility to supply Academy uniform including PE Kit.

#### **6. Examination Fees**

- 6.1 The first attempt of at public examinations for which the student has been prepared by the Academy will be at no cost to the student.



- 6.2 Where a student and their parents wish to enter a public examination for a subject/course not delivered by the Academy, a charge for the cost of entering the student for the examination will be made.
- 6.3 Parents can request a re-sit if the Academy has not already recommended for this to take place. In this circumstance the Academy will have the right to charge for the exam entry fee.
- 6.4 In exceptional circumstances, such as the illness of the student, the fee payable by parents may be remitted by the Academy.

## **7. Music Tuition**

- 7.1 The Academy can charge for individual tuition in the playing of a musical instrument, including vocal tuition, whether in or out of Academy hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum, the student is defined as looked after, or previously looked after or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.
- 7.2 Any such tuition must be delivered at the request of the parents. The costs of music tuition will not exceed the cost of providing it, including, amongst other things, the cost of providing a music teacher.

## **8. Community Users**

- 8.1 The Academy may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs.

## **9. General**

- 9.1 The Academy reserves the right to recover part or the whole cost of any damage to buildings or equipment, which is the result of vandalism or negligence by a student.
- 9.2 The Academy may from time to time amend the categories of activity for which a charge may be made, within the confines of the legislation.
- 9.3 Any insurance costs will be included in charges made for trips or activities.
- 9.4 Nothing in this policy statement precludes the Academy from inviting parents to make a voluntary contribution towards the cost of providing education for students.
- 9.5 The Academy should make clear that such contributions are voluntary; that the children of parents who do not contribute will not be discriminated against; and that if insufficient contributions are received, the trip may be cancelled.



## 10. Remissions

- 10.1 Parents may apply to their child's Academy for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This will be considered on a case by case basis.
- 10.2 The Academy may from time to time decide to remit all or part of the cost of activities involving particular students. This will be at the discretion of the Senior Leadership Team of the Academy.
- 10.3 When arranging a chargeable activity, the Academy will invite parents to apply in confidence for the remission of charges in part or in full. To qualify for help, parents must complete the Application for Remission form (appendix 1) and forward it to the Head of Academy and, if requested, provide proof of their income or benefit.
- 10.4 Parents providing proof of being in receipt of one of the following will be given remission support of charges for chargeable visits:
- Universal Credit (as prescribed in government guidelines on roll-out);
  - Income Support;
  - Income-based Jobseeker's Allowance;
  - Child Tax Credit, as long as they do not receive Working Tax Credit. 38T;
  - The Guarantee Element of the State Pension Credit;
  - Support under part VI of the Immigration and Asylum Act 1999;
  - An income related employment and support allowance that was introduced on 27 September 2008;
  - Other exceptional circumstances may be considered by the senior management team at the Academy.

## 11. Fundraising and sponsorship

- 11.1 General fundraising and sponsorship from a variety of sources may be used to allow additional activities to take place. Any fundraising activity will make the purpose of the fundraising clear to those who may wish to contribute.

## 12. Letting of the Trust facilities

- 12.1 Charges will be levied for the use of the Trust facilities by private individuals or external organisations at a rate to be determined annually. Facilities will only let where they are not needed for the purpose of education during that time and under no circumstances will lettings be subsidised from resources provided for the students.



### **13. Responsibilities**

- 13.1 The Board of Directors have the overall responsibility of the application for this policy and its approval.
- 13.2 The Chief Operating Officer has the responsibility to ensure that the policy is legally compliant and tailored to the trusts circumstances.
- 13.3 The Head of Academy have the responsibility to ensure the policy is applied correctly in their Academy.
- 13.4 The Trust will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout all academies.



**Appendix 1**

**Application for Remission from Charges/Academy Uniform Support**

|                                 |   |
|---------------------------------|---|
| Date:                           | Name of Student:                        |
| Name of Parent/Carer:           | Signature of Parent/Carer:<br><br>Date: |
| Activity/ Funding required for: | Total Cost:                             |

Reason for application/circumstances  
*(Please give details of benefits currently received)*





|   |   |
|---|---|
| <b>To be completed by the Academy</b>   |   |
| <b>Granted / Not granted</b>  |   |
| <p>Amount and breakdown of subsidy</p> <p>Granted and budget the funds will be provided from:</p> | <p>Approved by:</p> <p><i>(Head of Academy and Finance to sign)</i></p> |
| <p>Time given to pay:</p>   | <p>Date:</p>  |
| <p>Distribution List: (if applicable)</p>   |   |
| <p>Finance Department Approval:</p>   | <p>Head of Academy Approval:</p>  |
| <p>Educational Visits Coordinator:</p>  | <p>Other:</p>   |

