CAMBRIAN

Nurturing Growth - Inspiring Minds

Charging and Remissions Policy and Supporting Guidance for Parents

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This document applies to all academies and operations of Cambrian Learning Trust.

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Introduction

Cambrian Learning Trust (CLT) recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' all round education experience and their personal and social development.

Cambrian Learning Trust aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the schools, and as additional optional activities.

All our schools will ensure that during the school day, all its pupils will have full and free access to a broad and balanced curriculum. We believe that every pupil should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

The purpose of this policy is to ensure that there is clarity over those items the Cambrian Learning Trust will provide free of charge and where there may be a charge. It describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Guidance for Parents/Carers, Appendix 1, will be sent out with any letter setting out a request for voluntary contributions.

Aims

Our Trust aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Legislation and Guidance

This policy is based upon the Department for Education (DfE) charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

This policy complies with our funding agreement and Articles of Association.

Role and Responsibilities

The Trust Board or a delegated committee will review this policy and guidance every three years.

The **LGC** will monitor the application and impact of this policy.

The **Head teacher** will ensure that staff are familiar with and correctly apply the CLT charging and remission policy.

Staff are responsible for implementing this policy consistency.

Definitions

- **Charge**: a fee payable for specifically defined activities
- **Remission**: the cancellation of a charge which would normally be payable
- **School**: refers to each school within the Cambrian Learning Trust
- **Pupil**: refers to a learner of any age who attends any of the schools within the Cambrian Learning Trust
- **Parent**: all those having parental responsibility for a child

Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of school hours if it is part of:
    - The national curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of a pupil's parent

- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the school or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential Visits

- 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
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
    - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

Below we set out what we **can** charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)

- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
    - The national curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element on subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Musical tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff giving tuition.

Charge cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

We can charge for board and lodging on residential visits, but the charge **must not exceed** the actual cost.

We promise to help you plan for these costs by:

- Issuing a calendar of visits/activities annually to ensure that you have as much notice as possible
- Having clear procedures to enable you to pay by instalments
- Publishing a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' payment which may favour some pupils more)

Voluntary contributions

As an exception to the requirements set out in the previous section of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Theatre visits
- Sports activities
- Visits from external specialists or performers for sessions which will enhance the children's learning

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

We promise that:

- We will tell you at the outset if the activity cannot be funded without voluntary contributions.
- We shall give as much notice as possible of any activities which will require voluntary contributions.
- Parents in certain financial circumstances (see below) will not be expected to make voluntary contributions.
- The amount we ask in voluntary contributions **must not exceed the actual cost of the activity per pupil.**

Activities we charge for

The school will charge for the following activities:

- Breakfast, after-school and sports clubs – charges are decided by external providers
- School to insert other known activities that will be charged

For regular activities, the charges for each activity will be determined by the governing board and reviewed each year. Parents will always be informed of the charges for the coming year.

Remissions

In some circumstances the school may not charge for items or activities set out in previous sections. This will be at the discretion of the LGC and will depend on the activity in question.

Remissions for residential visits

Parents and carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Appendix 1: Charging and Remissions Summary for Parents/Carers

[Insert school name] Charging Policy

Please note: this information must be sent out whenever the school requests a voluntary contribution.

We want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, whose principles been agreed by the Trustees and locally agreed with the governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

The full, detailed, policy is available for inspection in the school office.

Voluntary contributions

We **cannot charge** for activities which are part of the normal school day or part of the National Curriculum **but we can ask for voluntary contributions.**

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport to swimming sessions
- Admission to venue charges
- Theatre trips
- Visits from external specialists or performers

Why do we need to ask for voluntary contributions?

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

What happens if I am unwilling to pay?

Your contribution is voluntary.

Your child will not be excluded from activity

BUT if we do not receive enough voluntary contributions we may have to cancel the activity.

What happens if I am unable to pay?

Parents in certain financial circumstances (see below) will not be expected to make voluntary contributions

Will my voluntary contribution pay for people who have not paid?

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

We promise that:

- We will tell you at the outset if the activity cannot be funded without voluntary contributions.
- We shall give as much notice as possible of any activities which will require voluntary contributions.

We can charge for optional extras

We can charge for any materials, books, instruments or equipment, if you wish your child to own them.

This means that we will make a charge for:

- Materials used in technology if your child is expecting to bring the finished product home
- Cooking ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concerts
- After school clubs

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for appropriate sized groups of pupils.

We promise that:

- The charge will not exceed the actual cost of providing the optional extra.
- We will obtain your agreement before we provide the optional extra.

Charging for residential visits

We believe that every child has an entitlement to residential visits during their time here. This will be built into the school curriculum.

We can't **charge** for transport although we shall usually need to **request voluntary contributions.**

We may charge for board and lodging (unless parents are in receipt of one or more of the benefits listed at the end of this guide). The charge will not exceed the actual cost.

We promise to help you to pay for these costs by:

- Issuing a calendar of visits/activities to ensure that you have as much notice as possible
- Having clear procedures to enable you to pay by instalments
- Publishing a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' payment which may favour some pupils more).

Special financial arrangements

Parents who are in receipt of any of the benefits listed below will not be required to pay for:

- Board and lodging on residential visits
- Technology materials
- Music tuition
- Transport to out of school activities

In addition, reduced rates may be negotiated for:

- Extra-curricular activities

Benefits required to quality:

- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)