



**South East Cornwall Multi Academy Regional Trust**

# **Charging and Remissions Policy**

<b>Date</b>	<b>Changes</b>
23/03/17	Adopted by Trust Board
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Jan 2019	Approved by Trust Board
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## **Introduction**

The Trust believes that all students should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular). It recognises that there are a number of activities that will only take place if parental contributions are available but it stresses that no student should be excluded from any activity because of the inability or unwillingness of their parents/carers to pay such a contribution.

This policy has been drawn up in accordance with Section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002 which requires academies to have a policy on charging and remissions for academy activities. It describes how we 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 students taking full advantage of the opportunities.

### **For non-residential educational visits mainly in school time**

It is the intention of the Trust to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious studies. The cost could include travel, insurance and admission charges.

### **For residential visits and fieldwork, mainly in school time**

It is the intention of the Trust to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus, for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious studies. Where the parents are in receipt of income support, income related employment and support allowance, guaranteed element of state pension credit, universal credit, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190 ), support under Part VI of the Immigration and Asylum Act 1999 or disability working allowance, universal credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per annum after tax and not including any benefits), the board and lodging charges must be remitted, and this cost will have to be met from within the schools' funds i.e. for educational activities the subsidy may come from the delegated grant; for social activities the subsidy may come from the schools' unrestricted funds (these can also be used for education activities).

The cost of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary pre-requisite for the visit taking place.

## **Educational visits mainly outside school time**

It is the intention of the Trust to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious studies. The cost could include travel, insurance, admission charges and meals.

Please note that all voluntary contributions or deposits are non-refundable and if over the value of £5 must be paid, where possible, by using the schools' online payment systems. In the event of a withdrawal from a trip all expenses incurred by the school will be deducted from any payment before a reimbursement is made.

## **Other**

Individual tuition in the playing of a musical instrument provided by external agencies and peripatetic teachers will be charged for, except for those families that receive income support (tax credit, job seekers allowance, universal credit, employment and support allowance and disability allowance) who can be subsidised.

Resits of prescribed examinations, where no further preparation has been provided by the school, will be charged for. Entry to examinations, which are not approved in regulations issued by the Secretary of State, will be charged for.

The Trust may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.

The Trust will make charges for wilful and deliberate breakages and damage to property. Sums payable by parents for wasted examination fees, for optional extras to which they have agreed, or for board and lodging, are recoverable as civil debts.