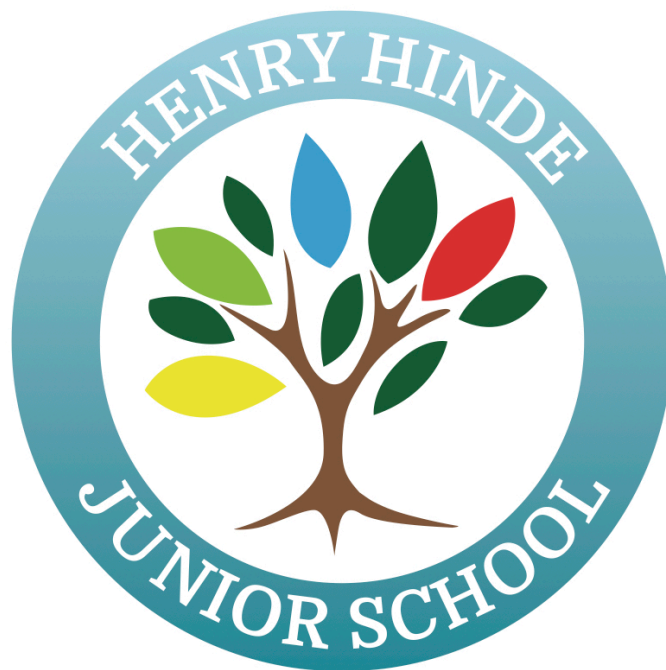


# Henry Hinde Junior School



## Charging and Remissions

September 2020

**1.1** - Introduction

**1.2 - Henry Hinde Junior School** and TLET are committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of academy trips, activities and educational extras.

**1.3** - In addition, we are committed to adhering to legal requirements regarding charging for academy activities, and meeting all statutory guidance provided by the DfE.

**1.4** - The policy identifies activities for which:

**1.5** - charges will not be made;

**1.6** - charges will be made;

**1.7** - charges may be waived.

**1.8** - Charging for Education

**1.9** - No charges will be made for:

**1.10** - Admissions applications;

**1.11** - Education provided during academy hours (including the supply of any materials, books, instruments or other equipment);

**1.12** - Education provided outside academy hours if it is part of the National Curriculum, or part of the academy's basic curriculum for religious education;

**1.13** - Education provided on any trip that takes place during academy hours;

**1.14** - Supply teachers to cover for those teachers who are absent from academy accompanying pupils on a residential trip.

**1.15** - It is the policy of the academy and TLET that charges may be made as indicated below. Parental agreement will be obtained before a charge is made.

<b>1.16 - Activity or Thing Which May be Charged For</b>	<b>1.17 - Notes</b>	<b>1.18 - Remitted or Help Available</b>
<b>1.19</b> - Charges may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i>	<b>1.20</b> - e.g. if a child makes a clay model, there may be a charge to cover the cost of the clay	<b>1.21</b> -
<b>1.22</b> - Charges may be made for musical tuition	<b>1.23</b> - The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	<b>1.24</b> -

**1.25** - Charges will be made for the board and lodging on residential trips

**1.26** - The charge will not exceed the actual cost

**1.27** - Remission for those listed in section 4, below

**1.28** - Optional Extras

**1.29** - We may charge parents for the following optional extras:

**1.30** - Education provided outside of academy time that is not part of the national curriculum or part of the academy's basic curriculum for religious education;

**1.31** - Examination entry fees where the pupil has not been prepared for the examinations at the academy;

**1.32** - Transport, other than that arranged by the LA for the pupil to be provided with education;

**1.33** - Board and lodging for a pupil on a residential visit;

**1.34** - Extended day services offered to pupils.

**1.35** - When calculating the cost of optional extras, the academy will only take into account the following:

**1.36** - Materials, books, instruments or equipment provided in relation to the optional extra

**1.37** - The cost of buildings and accommodation

**1.38** - The employment of non-teaching staff

**1.39** - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra

**1.40** - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

**1.41** - The academy will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during academy hours, we will not charge for the cost of alternative provision for those not participating.

**1.42** - Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

**1.43** - Voluntary Contributions

**1.44** - We may, from time-to-time, ask for voluntary contributions towards the benefit of the academy or academy activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

**1.45** - No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the

activity. If insufficient voluntary contributions are raised to fund an activity, and the academy cannot fund it via another source, the activity will be cancelled.

**1.46** - We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

**1.47** - Music Tuition

**1.48** -

**1.49** - Music tuition is the only exception to the rule that all education provided during academy hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

**1.50** - The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

**1.51** - Education Partly During Academy Hours

**1.52** -

**1.53** - If 50 percent or more of the time spent on an activity occurs during academy hours (including time spent travelling if the travel occurs during academy hours), it is deemed to take place during academy hours and no charge will be made.

**1.54** - If less than 50 percent of the time spent on an activity occurs during academy hours, it is deemed to have taken place outside academy hours and we may charge for the activity; however, we will not charge if the activity is 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.

**1.55 - Residential visits:** If the number of academy sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

**1.56** - The remission of charges for board and lodging payments is the responsibility of the academy. These costs will be borne by our contingency funds.

**1.57** - Damaged or Lost Items

**1.58** - The academy may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

**1.59** - Remissions

**1.60** - In order to remove financial barriers from disadvantaged pupils, the academy and NET Academies Trust has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents in particular circumstances. This Remissions Policy sets out the circumstances in which charges will be waived.

**1.61** - Parents in receipt of any of the following benefits may request assistance with the costs of activities:

**1.62** - Universal Credit

**1.63** - Income Support

**1.64** - Income Based Jobseekers Allowance

**1.65** - Support under part VI of the Immigration and Asylum Act 1999

**1.66** - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year

**1.67** - The guarantee element of State Pension Credit

**1.68** - An income related employment and support allowance

**1.69** - To request assistance, parents should contact the **school office**.

**1.70 - 4.4** – The academy and TLET recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

**1.71** - Where possible we shall publish a list of visits at the beginning of the academy year so that parents can plan ahead.

**1.72** - We have established a system for parents to pay in instalments.

**1.73** - When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

**1.74** - We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

**1.75** - Approval and Review

**1.76** - This policy was recommended to TLET by the CEO and approved by the Board in July 2019. The 1996 Education Act requires all academies to have a policy on charging and remissions for academy activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

**1.77** - Next review date: July 2020