



# Lingfield Education Trust

## Charging and Remissions Policy

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and designation)	Nick Blackburn CEO
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## **1.0 Roles and Responsibilities**

1.1 The Board of Trustees of Lingfield Education Trust is responsible for determining the content of this policy and the CEO for implementation. Any determination with respect to individual parents/carers will be considered jointly by the CEO/Deputy CEO/Executive Head Teacher/Head Teacher/Head of School and Board of Trustees. While the responsibility for the implementation of this policy and provision rests with the CEO/Deputy CEO/Executive Head Teacher/Head Teacher/Head of School, on an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Director of Operations

## **2.0 Suggested Audience**

2.1 All staff and parents

## **3.0 Aim**

3.1 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

## **4.0 Activities for which charges cannot be made**

4.1 The Board of Trustees recognises that legislation prohibits charges for the following:

- An admission application
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours, if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.

- Tuition for students learning to play musical instruments, if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- In exceptional circumstances examination re-sits and at the discretion of the Executive Headteacher/Head Teacher/Head of School.
- Education provided on any trip that takes place during school hours that is part of the National Curriculum or an examination.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy, or part of religious education.
- Supply teachers to cover those teachers who are absent from the school accompanying students on National Curriculum or Examination Courses.
- Transporting registered students to or from the school premises, where in the past, the local education authority has had a statutory obligation to provide transport.
- Transporting registered students to other premises where the Board of Trustees or in the past, the Local Authority has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school.

## 5.0 Activities for which charges may be made

5.1 The Board of Trustees, CEO/Deputy CEO and Executive Head Teacher/Head Teacher/Head of School will consider asking parents/carers to meet the costs of the activities detailed in the following table. The charges will be made after consultation with parents/carers, will not exceed the cost of the provision and will be proportional for each student. Lessons/activities will not be confirmed until parental/carer agreement has been received, ideally by return of a signed reply slip.

Activity	Note
Board and lodging on residential trips	Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place
Materials or equipment if parents/carers indicate in advance that they want the child to bring it home.	
<p>The proportionate costs for any student on activities wholly or mainly outside school hours ('Optional extras') to meet the costs of:</p> <ul style="list-style-type: none"> <li>· · Travel</li> <li>· · Materials and equipment</li> <li>· · Non teaching staff costs and costs of staff specifically engaged for the activity</li> <li>· · Entrance fees</li> <li>· · Insurance costs</li> </ul>	

Vocal and musical instrumental tuition	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
Re-sits for public examinations where no further preparation has been provided by the school	
Examination fees where a student fails without good reason to sit an exam	After consultation with parents/carers
Any other education, transport or examinations where no further preparation has been provided by the school	
Any other education, transport or examinations fee unless charges are specifically prohibited	
Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the student	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
Any extended school activity	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding

5.2 The schools will make every effort to ensure that all information lays out costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

## 6.0 Remissions

6.1 Students whose parents/carers are in receipt of the following support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential and other school trips.

6.2 The relevant support payments are:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Jobseeker's Allowance
- Income-Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue)
- Guarantee element of State Pension Credit
- Working Tax Credit run-on (paid for 4 weeks after Working Tax Credit ceases)

A child aged 16-18 is also entitled if they receive any of the above benefits in their own right.

6.3 All letters to parents/carers regarding activities which request a parental/carer contribution will include a statement inviting those parents/carers receiving any of the benefits above to contact the school in confidence if they would like their child / children to participate, giving details of the relevant benefit, so if necessary the school can confirm this.

## **7.0 Voluntary Contributions**

7.1 The Executive Head Teacher/Head Teacher/Head of School may ask parents/carers for a voluntary contribution to support school activities.

7.2 The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents/carers:

- a) That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay.
- b) That registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.
- c) The activity may not take place if insufficient contributions are made.

- 7.3 The responsibility for determining the level of voluntary contribution is delegated to the School Business Manager/Office Manager, under the direction of the Executive Head Teacher/Head Teacher/Head of School.
- 7.4 The School Business Manager/Office Manager, will have the responsibility for determining which students attend an activity.

## **8.0 Lettings**

- 8.1 The school will make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the MAT Finance and General Purposes Committee

## **9.0 Other charges**

- 9.1 Charges may be made in accordance with the GDPR (2018) and Freedom of Information Act legislation.

## **10.0 School Meals**

- 10.1 The Board of Trustees will determine and publish annually the price to be charged in each school.

## **11.0 Monitoring and Review**

- 11.1 The Finance Director, is responsible for monitoring all aspects of this policy. An annual written report will be made to the Board of Trustees, giving precise figures around charges and parental/carer contributions.

**Review Date:** Autumn 2022