

Bullers Wood School Multi Academy Trust

Charging and Remissions Policy



Policy created by: Finance Manager	Date of Adoption: June 2018	Date Reviewed: June 2019	To be reviewed by: Resources Committee
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Charging and Remissions

Bullers Wood Multi-Academy Trust believes that all students across its two schools should have an equal opportunity to benefit from School activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

Charging for Activities

Charging is permitted for the following:

- Board, lodging and travel on residential visits
- Individual music tuition whether in or out of school time
- Activities wholly or mainly outside school time, but not provided as part of a prescribed examination syllabus and not related to the National Curriculum or RE
- Entry fees for examinations not prescribed in regulations and preparation for such examination outside school hours
- Re-sits of public examinations where no tuition has been provided by the school.
- Public examination entry fees where the Headteacher has decided there are educational reasons for not entering a student
- Ingredients or materials where the parents have indicated in advance a wish to own the finished product

Voluntary contributions

Separately from the matter of charging, the School will always seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have.

If an activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay. Although if insufficient contributions are raised, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

Remissions

Parents currently in receipt of

- i. income support
- ii. income based jobseekers allowance
- iii. support under Section VI of the Immigration and Asylum Act 1996

- iv. Working Tax Credit and an annual income that does not exceed the published Inland Revenue threshold will be eligible to receive remission for the following:
- Board, lodging and travel on residential visits in school time
 - All expenses and travel on visits in school hours
 - Board, lodging and travel on residential visits outside school time which are covered by the following:
 - to fulfil the requirements of a public examination syllabus
 - to fulfil statutory duties relating to the National Curriculum and/or RE
 - Tuition fees for individual music tuition where the student is following a public examination course or this is required by the National Curriculum
 - Where a student, whom Governors required to pay the fee for a remark of a public examination and obtains a pass grade, the fee will be remitted.

Assistance to Students

Governors' remission is given in exceptional cases at the discretion of the Headteacher in cases where the family are in temporary financial difficulty or just beyond the threshold for the payment of benefit. Each case is considered individually and action taken on the advice of the staff concerned with the student.

Additional considerations

The Trust and Local Governing Bodies recognise their 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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- 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
- We will avoid offering opportunities on a "first pay, first served basis" as it discriminates against pupils from families on lower incomes. Where spaces are limited parents are encouraged to contact the Visits & Trips Co-ordinator to apply for a place and either pay in instalments or a receive remission.