Bath and Wells Diocesan Academies Trust

Charging and Remissions Policy

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BATH & WELLS
Multi Academy Trust

Context

The Bath & Wells Diocesan Academies Trust (the Trust) is a diverse learning community. In order to ensure that the Trust is a safe, supportive environment where pupils and staff can learn and thrive, there needs to be clear procedures, structures, and expectations in place. Trust policies are a formal way of documenting the procedures and values of the Trust and are designed to provide an instant picture of the principles of the Trust. They form an important framework that will ensure consistency in applying the agreed values and principles across all elements the Trust.

The Charging and Remissions Policy is a statutory policy required by the DfE.

Purpose

This policy is designed to ensure that no child's education should be in anyway compromised by the ability of their parents or carers to pay. Trustees also wish to ensure that parents on low incomes and in receipt of benefits are informed and made aware of the support available to them when being asked for contributions towards the cost of school visits.

In some cases, schools may use Pupil Premium funding to support those pupils who are at risk of a disadvantage experience due their financial circumstance.

Scope

The Trust is required by law to publish the Board of Trustee's policy on charging for activities undertaken in its schools. This policy identifies the policy of the Trust's Board in this area. This policy will be available on the website of each school in the Trust. The policy reflects the guidance in *Charging for School Activities* (DfE 2018).

The Education Act 1996 establishes the basic principle that the education provided by any school for its registered pupils should be free of charge. The Trust's Funding Agreement requires the Trust's Board of Trustees to comply with this legislation. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time.

In the Trust, therefore, Trustees confirm that there will be no charge for the following activities in any of the Trust's schools:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for at school.

Schools may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable Activities

School may recover the full costs of the following activities, which may be provided directly or through commissioned services, but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:

  (a) Part of the National Curriculum.

  (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.

  (c) Part of religious education. (Note: This could include before and after school clubs run by the school).

Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities by individual schools. Such activities could include:

- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day, and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- Nursery fees additional to funded hours. These should be invoiced and paid for in advance and any debts reviewed monthly. Please refer to specific school policy.
- Extended Provision. This will be charged depending on the setting in advance of the club and any debts reviewed monthly.

Board and lodgings on residential visits

The cost of trips is based on the total cost divided by the number of pupils eligible for the activity.

There will be no charge for pupils whose parents/guardians are in receipt of:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – (provided your household income is less than £7,400 a year (after tax and not including any benefits you get)

Remissions Policy

In cases of hardship, the local governance group of a school will invite parents to apply in confidence to the school for the remission of charges in part or full. The Headteacher, in consultation with the chair of the local governance group will make authorisation of remission.

Trust Alignment

This policy is linked to Pledge 1 and 2 of the Trust's Strategic Plan and the strategic priority:

High quality and inclusive education that ensures excellent outcomes for all children.

Ensuring our Schools deliver an ambitious, broad, well sequences knowledge rich curriculum enhanced by enrichment opportunities for all children

Monitoring

This policy is owned by the Chief Finance Officer and will be subject to an annual review by the Board of Trustees. As part of this annual review, the Chief Finance Officer will provide a report to Trustees on the impact of the policy.