

The Hallam Schools' Partnership Academy Trust

Charging and Remissions Policy

The Hallam Schools' Partnership Academy Trust (the MAT) recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal, social and academic education.

The MAT aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the schools and as additional optional activities.

Any charges made by a school must meet the requirements of the Education Reform Act 1988. The MAT endorse the guiding principles contained in the Act, in particular that no child should have access to the curriculum limited by charges.

AIMS

- To develop a broad and balanced curriculum enriched by a programme of educational visits and activities accessible to as many students as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget.

PRACTICE

The MAT has agreed a range of charging and remission arrangements, identifying activities and materials for which parents will be charged, those where parents will be asked for a voluntary contribution and where remissions will be made for all or part of the cost of the activity or material.

Chargeable Activities

Charges will be made for:

- Board and lodging for residential trips
- Cost of activities outside school hours which are not related to the delivery of the National Curriculum and are voluntary
- Extended day services offered to pupils (for example breakfast club and after-school clubs).
- Transport costs for any activity not provided for by the Local Authority
- Curriculum materials where parents have agreed in advance to pay knowing that they will own the item in full e.g. workbooks, art and technology materials
- Singing, instrumental music tuition and/or loan of instruments unless it is part of a public examination or National Curriculum course.
- Examination fees
 - Where a pupil has not attended for an exam for which they have been entered
 - where a pupil has failed, for no good reason, to meet the examination requirements such as coursework or projects
 - for re-sits where no further teaching has been provided and the pupil/parent requests re-entry
 - for a course for which the student wishes to be entered but for which the school has not prepared them
- If a parent requests a re-mark of an external examination, which the school has not recommended
- Cost of breakages and lost or damaged school property caused wilfully or neglectfully by pupils.

- Replacement of lost or non-returned locker keys

Voluntary Contribution

Requests for voluntary contributions from parents will be made for school activities, in or out of school time, for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding. The school will ensure that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.

The activities for which the MAT has agreed to ask for voluntary contributions are:

- Curriculum trips related to the delivery of the National Curriculum e.g. geography field trips
- Extra-curricular trips during school time related to the mission and ethos of the school e.g. retreats
- Refundable deposits for items which are very expensive to replace
- Contribution to hire of musical instruments for use in and out of school

Where the level of voluntary contributions made does not meet its budgetary requirements, the school is entitled to cancel events

In cases where charges are to be levied parents will be advised in advance and monies collected prior to the activity.

Remissions

Schools will offer remissions to families in receipt of the following benefits:

- Universal Credit in prescribed circumstances;
- support under part VI of the Immigration and Asylum Act 1999;
- the guarantee element of State Pension Credit;

Assistance provided will be within the limits of the school’s budget

Any individual case arising from the implementation of this policy will be delegated to the Chair of the Local Governing Body and the Headteacher for determination.

Policy Review

This policy will replace the previous policy and will be reviewed in by the Board annually.

The policy was last reviewed and is due for review before

Signature Date

Signature Date