

Alexandra Academy Trust Charging & Remissions Policy



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please contact the Alexandra Academy Trust.

For approval by the Resources Committee	Autumn 2022
For Review	Autumn 2025

Signed _____ (*Chair of Resources committee*)

Dated _____

Charging & Remissions Policy

Trust Mission Statement

'Working together to create better futures'

Introduction

This policy outlines the purpose, nature and management of the Charging and Remissions Policy at the Alexandra Academy Trust. The Academy Trust policy for Charging and Remissions reflects the consensus of opinion of the whole teaching staff and has the support of the Board of Trustees.

The implementation of this policy is the responsibility of all staff.

During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge.

Voluntary contributions will be sought for activities during the school day which entail additional costs, for example transport costs. In these circumstances no child will be prevented from participating because his/parents/carers/guardians cannot or will not make a contribution. **If sufficient funds are not available, it may be necessary to curtail or cancel activities.**

Aims

The Alexandra Academy Trust aims to:

- Ensure clear and robust, processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Entitlement

At the Academy Trust there will be no charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside Academy hours if it is part of the National Curriculum, or part of Religious Education
- tuition for children learning to play musical instruments if the tuition is required as part of the National Curriculum or part of Religious Education
- entry for a prescribed public examination, if the child has been prepared for it at the schools

Music Tuition

All children study music as part of the National Curriculum and such there is no charge. The Academy Trust funds class instrumental lessons including drumming and percussion. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Parents/carers/guardians are charged for these directly by the music specialist. Where Cared-For-Children have music tuition, this is non-chargeable as it is covered by funds provided for Cared-For-Children Children by Cheshire East.

Swimming

The schools in the Academy Trust organise swimming lessons for Key Stage 2 children. The year groups participating are organised by the individual schools. The lessons take place in school time and are part of the National Curriculum. There is no charge for these lessons or for transport to and from the swimming baths.

Voluntary Contributions

A voluntary contribution is requested towards any visits that take place in school time.

The Principal will make it clear to parents/carers/guardians at the outset that the activity cannot be funded without voluntary contributions. The Principal must also make it clear to parents/carers/guardians that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents/carers/guardians are unwilling or unable to pay.

If sufficient voluntary contributions cannot be raised to fund a visit, or the Academy Trust cannot fund it from some other source, then it must be cancelled. The Academy Trust must ensure that this is made clear to parents/carers/guardians.

Residential Visits

The Academy Trust will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit 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 child is being prepared for at the school, or part of Religious Education
- Supply teachers to cover for those teachers who are absent from school accompanying children on a residential visit

The Academy Trust will charge for:

- board and lodging, but the charge must not exceed the actual cost
- any inclusive 'extras' incurred by the Academy Trust

Families Qualifying for Remission or Support with the Charges

In order to remove financial barriers for those children in receipt of Pupil Premium (Free School Meals), the Board of Trustees has agreed that some activities and **all** residential visits will be subsidised. This Charging and Remissions Policy sets out the circumstances in which charges will be subsidised. Criteria for qualification for remission are given below.

Parents/carers/guardians in receipt of:

- Universal Credit
- Guaranteed State Pension
- Pupil Premium Entitlement

Optional Extras

Charges may be made for some activities that are known as 'optional extras'.

Optional extras are:

- Education or activities provided outside of school time that are not part of the National Curriculum
- Transport for Academy activities outside of school hours
- Board and lodging for a child on a residential visit
- Any materials, books, instruments, or equipment provided in connection with the optional extra

Any charge made in respect of individual children may not exceed the actual cost of providing the optional extra activity, divided equally by the number of children participating. It may not therefore include an element of subsidy for any other children wishing to participate in the activity whose parents/carers/guardians are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Outcomes

This policy will promote the excellent ethos of the Alexandra Academy Trust. It will underpin excellent teaching, learning and progress. It will promote the high standards and expectations set out in the Trust's Aims and Code of Conduct.

This policy should be read in conjunction with the following policies:

- Cared-For-Children Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Educational Visits and Overnight Stays Policy
- Equality Policy
- E-Safety Policy
- Health and Safety Policy
- Inclusion Policy
- Individual Curriculum Policies
- Special Educational Needs Policy
- Whistle-Blowing Policy