



# The Athelstan Trust

## Charging and Remissions Policy

Date of Review	Approved by	Date of Approval	Next Review Date	Website
March 2019	Board	23/3/19	September 2022	Yes

### 1. Introduction

- 1.1 The Trust believes that the students' experiences are enriched and the education provided by each school within the Trust is broadened by activities that take place outside the school grounds.
- 1.2 Some activities, such as a visit to local places of interest or a survey of local shops, may not involve extra costs. Other activities such as a theatre visits, residential field studies or a visit abroad will be costly and the Trust does not have the funds to pay for all students to participate therefore sufficient funds will be requested from parents/guardians to cover the cost (including the cost of covering lessons).

### 2. Legal Position

- 2.1 The Education Act 1996 sets out the legal framework for charging for curricular activities.
- 2.2 All charges made by schools within the Trust must be by voluntary contribution for activities that are directly involved with the curriculum. No student can be excluded from an activity because they or their parents/guardians are unable or unwilling to pay.
- 2.3 The exceptions to the general rule are residential visits, when schools within the Trust can charge for board and lodgings.

### 3. Approach of the Trust

#### Curricular Activities

- 3.1 Clearly there could be difficulties if some parents/carers were prepared to make a voluntary contribution and others were not as the Trust receives no extra funding to cover the cost.
- 3.2 Schools within the Trust will ask for voluntary contributions from parents/guardians when, as part of the curriculum, a visit is organised (either inside or outside normal school hours) which cannot be financed from the Trust's budget.
- 3.3 Contributions will be voluntary and fixed at a level to fully fund the activity. If sufficient contributions are not received to cover the cost of the activity, the event will be cancelled.
- 3.4 In addition to having a free school lunch entitlement, students whose parents/guardians are in receipt of relevant support payments will be entitled to some remission of charges for curricular school trips and other activities which are chargeable, including board and lodging costs during residential trips to provide equality of opportunity to all students. Similarly, in schools with sixth form provision, if a sixth form student is eligible for bursary funding, consideration will be given to remission of charges in some instances where appropriate. Within the limits of the Trust budget, no student will be denied an activity because their parents/guardians are unable to afford the voluntary contribution. Details of assistance will be offered, in confidence, from a member of the Senior Leadership Team.



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- 3.5 The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on parents/guardians' finances. Therefore we will try to adhere to the following guidelines:
- (i) We have established a system for parents/guardians to pay in instalments.
  - (ii) Where possible we will publish on the website and in the newsletter a list of intended activities/visits at the beginning of the school year to enable parents/guardians to plan. We acknowledge that offering opportunities on a "first come, first served" basis may disadvantage students from families on lower incomes therefore where visits are oversubscribed names will be selected randomly.

- 3.6 In the event that an activity generates an unexpected surplus the school organising the activity will consider making a refund if the surplus exceeds £5.00 per student for day visits and £10.00 per student for residential visits. Surplus amounting to less than this will be used to support students in the future who may be unable to meet the cost of paying for school activities.

### **Non Curricular Activities**

- 3.7 Where a non-curricular activity is being offered to students e.g. ski trip, the full cost must be met by the parents/guardians.
- 3.8 Charges for such non-curricular activities will generally include an initial, non-refundable, deposit. This deposit will be to cover external agency charges and internal administration costs incurred in organising the trip. The remaining balance may be paid by regular part payments; however, the full cost of the activity must be paid before the date of that activity.
- 3.9 If, having signed up to go on a trip, a student changes their mind and withdraws for no good reason; the following action will be taken:

***The deposit will be lost but if a replacement is found to go on the trip the balance of the cost will be refunded\*. If no replacement is found, there will be no refund.***

\*It should be noted that airlines charge for name changes on tickets so if part of the cancelled journey involves a flight booking it may not be possible to refund any of this element of the trip.

- 3.10 If, having signed up to go on a trip a student is taken ill or has an injury, it may be possible to claim a refund through the individual school's travel insurance. In such circumstances a Doctor's certificate is required, detailing why the student is unable to travel. If the claim is accepted the refund will be made less the insurance excess.
- 3.11 If your child has a pre-existing medical condition, please check with the individual school to ensure your child is covered by that school's insurance.
- 3.12 Each school within the Trust reserves the right to exclude a student from going on a trip. For example, when a student has misbehaved on a previous trip, or whose general behaviour in lessons and around school has been persistently below the standard expected, and when a student could be seen as a risk to his/her personal safety and the safety of others. In these circumstances all payments that can be recovered will be refunded less an administration fee of £50 (1.5 x Educational Visits Coordinator hourly rate plus on-costs; £2.50 for photocopying/postage). Where fees have been incurred which cannot be recovered (for example for flights/visas and accommodation) the school will not make a refund.
- 3.13 In implementing the Charging and Remissions Policy, the Trust will comply with its equality duties, particularly in relation to disabled students.



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### 4. Examinations

- 4.1 Each school within the Trust is responsible for paying the initial public examination fees for all full-time students in subjects they have studied in school as part of the curriculum.
- 4.2 An administration fee to cover items such as postage, board backed envelopes for certificates etc. will be charged to parents when exam entries are agreed.
- 4.3 All exam resits are chargeable. (As in 3.4 Parents/guardians may approach the Senior Leadership Team in confidence in certain circumstances).
- 4.4 If a student fails, without good reason, to complete the examination requirements given in the syllabus, including the completion of coursework and attendance at the examination, the parents will be charged the examination fee.

### 5. Basic Materials

- 5.1 Each school within the Trust will provide the basic materials, books, instruments and other equipment for use in timetabled lessons.
- 5.2 The Trust believes that there is merit in encouraging students to have their own equipment and to look after it. Students will therefore be encouraged to have their own essential equipment including pens, pencils, ruler, mathematical instruments, calculator etc. Students who are given school equipment are expected to look after it as though it was their own. Loaned school equipment that is lost or damaged must be paid for.
- 5.3 Students are asked, on a voluntary basis, to supply materials for practical subjects. We expect parents to continue this well established practice. Each school will try to ensure that the materials required are of a reasonable cost. For parents who are unable to afford the material the same remission arrangements given in 3.4 will apply.

### 6. Damage

- 6.1 If students cause damage to any of the schools, staff will determine whether it was a genuine accident or the damage could have been avoided. If the damage is caused by a student or a group of students behaving unreasonably, a charge will be made to cover the cost of the repairs.

### 7. Facilities that are charged for

- 7.1 Each school makes available certain facilities for which a charge will be made to cover the costs involved. These facilities include:
- (i) photocopying for individual use
  - (ii) binding of project work
  - (iii) ICT printing once the student's annual allowance of 50 A4 black and white copies has been exceeded.
- (Note – Bradon Forest do not currently impose an annual allowance).*