Maritime Academy Trust

Charging & Remissions Policy

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Charging & Remissions Policy

1.0 Vision

1.1 The Trust recognises that all children are entitled to a broad and balanced curriculum. This includes a variety of curriculum based and non-curriculum based activities that may incur charges. This Charging & 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 children taking full advantage of the opportunities.

2.0 Roles and responsibilities of the Trust Full Board

2.1 This policy is based on the Department for Education's guidance on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

2.2 The Trust Board, Headteachers, Senior Leaders and staff will ensure that the following applies:

Charges will not normally be levied for

a) Education provided during academy hours (including the supply of any key materials, books, instruments or other equipment).

b) Education provided outside academy hours which is part of a syllabus at the academy, or part of the academy's basic curriculum for religious education.

c) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.

d) Education provided on any trip that takes place during academy hours.

e) Education provided on any trip that takes place outside academy hours.

f) No charge will be made for an admission application for a place at an academy in the Trust.

Charges may be levied for

a) Materials, books, instruments or equipment where parents want their child to own such items.

b) Optional extras - participation in any optional extra activity that is strictly on the basis of parental choice, agreement and their willingness to pay charges. These include board and lodging for a pupil on a residential visit or extended day services such as breakfast club.

c) Tuition for pupils learning to play musical instruments (or singing) if the tuition is not part of the National Curriculum.

d) Community facilities such as lettings.

e) Certain Early Years provisions such as Nursery fees for non-funded pupils.

3.0 Families qualifying for remission or help with charges

3.1 In order to remove financial barriers from disadvantaged children, the Trust Board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to the parent / carer in particular circumstances. Criteria for qualification for remission are those children eligible for the Pupil Premium.

4.0 Additional considerations

4.1 The Trust Board recognises its 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:

a) Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the academy year so that a parent or carer can plan ahead.

b) We have established a system for a parent or carer to pay in instalments.

c) 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.

d) We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against children from families on lower incomes and we will avoid this method of selection.

4.2 Academies may ask parents / carers for voluntary contributions to fund the academy activity. However, if they are unwilling or unable to make a payment their child will not be excluded from the planned activity. If voluntary contributions are not enough to fund a particular activity or the academy cannot fund it from any other course, the activity will be cancelled.

5.0 Monitoring and evaluation

5.1 The Headteacher will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the academy’s extended services on those children most in need of additional support.

5.2 The Chief Financial Officer will provide oversight of the policy and will highlight any areas of concern to the Trust Board.