



1 INTRODUCTION

As required by the 1988 Education Reform Act the Trusts charging policy must set out the provision and classes or descriptions of cases in which charges are to be made. The remissions policy must make clear the circumstances in which charges will be remitted in whole or part.

The statutory minimum is that the policy must provide complete remission of board and lodging charges to students whose parents receive either Income Support or Family Credit if the activity occurs during the Trust hours or in certain circumstances out of Trust hours.

2 ROLE OF TRUST BOARD AND COMMITTEES

- 2.1 The Board of Trustees has overall responsibility for the administration of the academy's finances. The main responsibilities of the Board of Trustees are prescribed in the Funding Agreement between the academy and the DfE and in the academy's scheme of government.
- 2.2 The Finance & Environment Committee of the Trust Board is responsible for ensuring that the levying of charges is applied appropriately.

3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM

- 3.1 The Principal has overall executive responsibility for the academy's activities including financial activities. Much of the financial responsibility is delegated to the Chief Financial Officer.
- 3.2 The Principal and Senior Leadership Team (SLT) are responsible for
 - Ensuring that staff are supported in applying the charges.
 - Enabling the collection of the charges.
 - Maintaining an up-to-date list of all items for which charging will apply.

4 CHARGING WILL APPLY TO THE FOLLOWING ITEMS

- Materials or ingredients where parents have indicated in advance a wish to own the finished product.
- Entry for any public examination for which the student has not been prepared by the Trust but which the Trust has agreed to the student entering.
- Entry for any public examination for which a student has without good reason failed to complete the requirements e.g., non completion of coursework or non-attendance at the examination. The full cost will be requested from parents.
- Transport from a student's home to any activity off the Trusts premises, which is not provided by the Trust, e.g., work experience. Parents will be asked to pay directly for any such transport.
- Board and lodging for all residential visits. Visits deemed to be mainly in the Trust hours are subject to the Governing Board's remission statement. The charges will not exceed the actual cost for these elements of the visit.
- All costs for residential visits or other optional activities which are deemed to take place out of the Trust hours, and which are not required for public examination syllabus or for the provision of the National Curriculum or statutory Religion Education. Charges will not exceed the actual cost for these elements of the visit.
- Music tuition in or outside of the Trust hours whether or not it is required for public examination purposes or for the National Curriculum. Students who would otherwise be prevented from participating in courses leading to public examinations or where there is temporary hardship will be reviewed by trustees. Charging policy for music tuition is to be reviewed by trustees each term.
- Reparation to or replacement of the Trusts property if damage is caused by the actions of a student.

Voluntary contributions may be sought from parents for any Trust activity during or outside Trust hours, residential or non-residential.

- It will be clearly stated that there is no obligation to contribute.
- All students will be considered equally irrespective of the level of contribution made.
- A clear statement will be made to parents from the outset if an overall lack of support may lead to cancellation of the activity.
- The voluntary provision of specific items or materials for use in the Trust may be also requested but no child will be disadvantaged because of a lack of contribution.

The Board of Trustees will remit charges in line with the level specified in the 1988 Education Reform Act. Students whose parents are in receipt of income support or Family Credit will be eligible for remission of board and lodging charges made as part of residential visits deemed to be in Trust hours or essential to either an examination syllabus or the National Curriculum.

In other cases of financial difficulty or hardship, parent representations may be made in line with the Trusts Hardship Policy.

The Board of Trustees does not propose to remit or subsidise any charge made by the Local Authority under its charging policy.

5 AUTHOR

- 5.1 The author of this policy is the Chief Financial Officer. They should be contacted for any points of clarification or suggested future amendments.

6 VERSION CONTROL

Policy Number	FINAN-04
Policy Name	Charging and Remissions
Version Number	00
Publication Method	External A copy must be made available in U:\Staff Information\Policies\FINANCE Policies
Approved by	Full Trust Board
Date of Approval	March 2023
Key changes since previous version	1. Reformatting to current standards
Next Review Date	March 2024