



CRAMLINGTON LEARNING VILLAGE

CHARGING AND REMISSIONS POLICY

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Version	2021-2022
Approved By	Finance and Resources Committee
Date of next review	September 2022
Responsible Officer	Craig Davidge, CFO

1. Introduction

All of our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered whilst at the same time minimising the financial barriers that may prevent some pupils from taking full advantage of the opportunities.

The information in this policy complies with the legislation provided for in the Education Act 2011.

2. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

3. General Principle

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum but out of school hours
- For a prescribed public examination prepared for by the school

However there are exceptions and activities for which charges can be made.

4. Exceptions

Charges **are** permitted under the Act to meet the costs of the following:

- Board and lodging on residential educational trips
- Non educational trips
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
- Materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons) where parents have agreed in advance that the finished article should be owned by the parent/carer or the pupil
- Entering a student for public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
- Entering a student for a public examination against the wishes of the school
- Re-marking an examination paper where the re-mark is requested by the parent or the student
- Re-sits of prescribed public examinations where no further preparation has been provided by the school
- Voluntary optional extras provided outside of school hours (or mainly outside school hours)

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

5. Voluntary Contributions

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred.

No child shall be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. If a parent is unwilling or unable to pay, their child will still be given equal chance to go on the visit.

6. Other Charges

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items, the school actively encourages parents and students to purchase them. Some optional items of equipment may on occasion be offered for sale by the school e.g. calculators, revision guides etc.

Photocopying and/or printing which is not required by a member of staff may be charged for.

The school will seek payment from parents for damage to or loss of school property caused wilfully or negligently by their child.

7. Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control.
- The school deciding that a student should not take part in a trip or activity for whatever reason.
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board).

Refunds will be reduced by the amount of any non-refundable deposits or contribution made. In other circumstances, refunds are at the discretion of the Headteacher.

8. Support Funds

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Parents who are eligible for Pupil Premium will be subsidised by the Academy towards the cost of (Within school hours) trips and events. Requests for additional support from parents will be considered on a case by case basis and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or events take place.

9. **Additional considerations**

In order not to place an unnecessary burden on family finances, the school will also adhere to the following guidelines:

- Where possible, trips will be published at least one month in advance; and
- A system has been established which allows parents to pay instalments for residential trips.