



**SARACENS  
MULTI-ACADEMY  
TRUST**

**CHARGING AND REMISSIONS POLICY**

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## 1. Aim

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parent/carers' financial means. This charging and 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 pupils taking full advantage of the opportunities.

## 2. General Policy

This policy is based on advice from the Department for Education (DfE) 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. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and Articles of Association.

No charges will be levied on parents/carers unless such charges comply with this policy. Where charges are made for a particular pupil activity, such charges will not exceed the actual cost to the school. Parents/Carers will be told how the charge is derived and who might qualify for help with the cost (such as parents/carers whose children qualify for Pupil Premium).

Charges relating to trading activities are intended to make a reasonable profit for school funds.

## 3. Education during School Hours

- 3.1 With the exception of musical instrument tuition, education provided during school hours is free. 'Education' includes materials, equipment and transport provided in school hours, or the school to carry pupils between the school and an activity. 'School hours' are those hours when the school is actually in session, and do not include the break in the middle of the school day or before or after school activities.
- 3.2 The cost of materials needed for subjects such as Design and Technology and Catering may be charged to parents/carers, where the parents/carers have indicated they wish to retain the finished product. Where parents/carers do not wish to keep the finished product they may be asked to contribute towards cost on a voluntary basis.
- 3.3 Some activities that fall within school hours may not be viable without voluntary contributions by parents/carers. Such activities will only be available if contributions make the activities financially viable. These cases will be explained to parents/carers at the planning stage.

## 4. Musical instrument tuition

Charges may be made for teaching either an individual pupil or pupils in a group, to play a musical instrument.

## 5. Public examinations

- 5.1 There will be no charge to parents/carers for entry to external public examinations, unless they wish to alter the school's recommendations. Entry fees may be claimed from parents/carers of pupils who fail to complete examination requirements.

- 5.2 Examination re-sits: Where a school judges it to be beneficial to the educational progress of pupils to re-sit examinations, the school will fund the entry fees. In cases where pupils are entered to re-sit examinations at the request of parents/carers, despite the school's view that the re-sit will not be beneficial, parents/carers will fund the entry fees.
- 5.3 A charge will be made for the cost of any re-scrutiny of examination results (initial entry or resit) if so requested by parents.

## **6. Education during and outside school hours**

Charges will be made for trips/visits during and out of school hours to cover travel and admission fees, where these are not part of the national curriculum. The school does not run residential trips during school hours. However, if there is no alternative and residential trips have to be run during school hours, charges will be made for board and lodging and a contribution will be requested towards travel costs.

### **Additional considerations**

The Local Governing Body 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:

- where possible the school will publish a list of visits (and their approximate cost) at the beginning of the academic year so that parent/carers can plan ahead
- establish a system for parent/carers to pay in instalments and to secure the place on the trip by payment of a small deposit

### **Refunds**

Refunds will usually only be made where the surplus on an activity is more than 5% of the total costs. Any other remaining balances will be transferred to school funds.

### **Subsidy**

The school may subsidise certain activities to a limited extent as funding allows. This is at the discretion of the Principal.

### **Contributions**

The Local Governing Body may from time to time amend the categories of activities for which a charge may be made. The school may invite parents/carers to make voluntary contributions towards the costs of activities which take place during school time. In no case will the charge for each pupil exceed the actual cost. Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded or treated differently by reason of inability to make a voluntary contribution.

In principle the Local Governing Body supports the seeking of sponsorship from external sources including parental donations. In addition, schools offer opportunities for parents/carers to take part

in fundraising activities or to contribute by giving their time.

## **7. Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, 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 pupils in receipt of pupil premium, service premium, or are Looked After Children or those supported by the Discretionary Financial Support Fund.

This may also include optional extras at the discretion of the Principal.

## **8. School Minibuses**

No charge will be made for the use of a school minibus if representing the school (sporting fixtures, for example) but voluntary contributions towards the cost of fuel may be requested if a minibus is used for any other activity.

## **9. Hiring of Premises**

The arrangements for lettings will comply with the Barnet directions on the community use of school. While non-school activities will not be subsidised by the school budget, Local Governing Bodies may wish to encourage the community use of the school. Rates will be negotiated by the Trust Business Manager using an indicative scheme of lettings rates, in line with local secondary schools, as detailed in any Lettings Policy.

## **10. Deliberate Damage**

Any person or pupil found to have caused deliberate damage to school property will be charged by invoice an appropriate contribution towards the repair or replacement. The amount will be determined by the Trust Business Manager and either the Principal or Vice Principal.

If payment is not received, the Trust Business Manager has the authority to prevent a pupil attending a trip/function which is not curriculum related.

## **11. Arrangements for Monitoring and Evaluation**

The Resources Committee of the Local Governing Body will monitor the impact of this policy by requesting financial reports on activities which resulted in charges being levied, any subsidies awarded (without giving names) and the source and amount of those subsidies. It will seek to evaluate the impact of the school's extended services on those pupils most in need of additional support and will report their findings to the Saracens Multi Academy Trust Board, which may wish to review this policy in the light of their findings.