

Title	Charging and Remissions Policy
Associated Policies	<ul style="list-style-type: none"> • Anti-Bribery & Corruption (TPO/QA/01) • Single Equality Policy (TPO/EO/01)

REVIEWED: April 2024

NEXT REVIEW: APRIL 2025

1. Policy Statement

- 1.1 The Brooke Weston Trust believes that all students should have an equal opportunity to benefit from Trust and Academy activities and visits (curricular and extra-curricular) independent of their parents' financial means. The Brooke Weston Trust aims to ensure a good range of visits and activities is on offer whilst trying to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.
- 1.2 The Principal will decide when it is necessary to charge for optional activities. The levels of charge will be set annually on the recommendation of the CFO.
- 1.3 This Policy does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended at the discretion of the Trust.

2. Who does this policy apply to?

- 2.1 This policy applies to all staff, students and parents at schools under The Brooke Weston Trust.

3. Who is responsible for implementing and reviewing this policy?

- 3.1 The implementation of this policy will be monitored by the Academy's Senior Leadership Team and remain under review by The Brooke Weston Trust (Finance & Resources Committee).

4. Activities where no compulsory charge will be made:

- 4.1 National Curriculum education provided during Academy hours (including the supply of any materials, books, instruments or other equipment).
- 4.2 Education provided outside Academy hours (including on a trip) if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the Academy's basic curriculum for religious education.
- 4.3 Tuition for students learning to play musical instruments or singing, however only if the tuition is compulsory as part of the curriculum or syllabus for a prescribed public examination.
- 4.4 Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit where this is part of the National Curriculum or part of a syllabus for a prescribed public examination.
- 4.5 Transport during Academy hours to Academy-organised activities that are part of the National Curriculum or part of a syllabus for a prescribed public examination.
- 4.6 Entry for a prescribed public exam, if the pupil has been prepared for the examination at the Academy.

5. Activities for which a charge may be made:

- 5.1 Music or vocal tuition that has been requested by the student's parent. Charges made for music tuition within school hours may be remitted for students in receipt of pupil premium. There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

- 5.2 Non-residential activities where the majority of the time spent on that activity takes place outside Academy hours or is not part of the National Curriculum or part of a syllabus for a prescribed public examination, (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- 5.3 Residential activities' costs e.g. board and lodging. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost. This includes travel when the residential activity takes place outside of Academy hours. The amount charged will be calculated to cover the unit cost per pupil.
- 5.4 Wilful damage to Academy property/equipment by a pupil or parent.
- 5.5 The cost to the Academy of cheques returned 'uncleared' from the bank.
- 5.6 Academy photographs of their child, (if parents wish to purchase them).
- 5.7 Breakfast Club/After School clubs/Holiday clubs; where these facilities are available there will be a charge for these services.
- 5.8 Books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge).

6. Activities for which a voluntary contribution may be made

- 6.1
 - Extracurricular activities visiting the Academy
 - Swimming instruction and travelling expenses to the pool
 - Early morning sports clubs where a fee is payable to a Sports Coach company running the group.
 - Cost of day trips
 - Cycling proficiency
 - Travel and/or other expenses associated with an event or trip outside Academy hours.

Parents will be asked about their willingness to pay a voluntary contribution towards the costs of admission, travel or a visiting teacher/expert. This charge will be determined by the number of students in the year group and the total cost divided equally between each child.

The Academy has the right to cancel any activity or visit out of school if insufficient voluntary contributions are made.

7. Families qualifying for remission or help with charges

7.1 In order to remove financial barriers from disadvantaged students, some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. Families who need assistance with charges will first speak to the Academy School Business Manager/ Operations Leader. In certain academies, families might need to contact members of the Pastoral Team directly. Any discussions or decisions made will be confidential.

7.2 The criteria for qualification for remission are where parents are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit
- Working Tax Credit run-on
- Universal Credit

8. Additional Considerations

- 8.1 The Academy 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 the Academy will try, where possible, to:
- Publish a list of visits (and their approximate cost) as soon as possible so that parents can plan ahead;
 - Establish a system for parents to pay in instalments; and
 - Avoid offering opportunities on a “first pay, first served” basis as this may discriminate against students from families on lower incomes.

9. Refunds

9.1 If the Academy has over charged or there are any amendments to the cost of a trip/event, the Academy will reimburse parents as long as the sum is greater than £5.00 per pupil.

10. Policy Review

10.1 This policy will be monitored as part of the Trust and Academy’s annual internal review and reviewed on an annual basis or as required by legislature changes.

Document Control

Date of last review:	April 2024	Author:	DTY
Date of next review:	April 2025	Version:	6
Approved by:	Strategic Delivery Group	Status:	Ratified

Summary of Main Changes V6

- *Trust Financial Controller* changed to **CFO (paragraph 1.2)**
- Reference to **Extracurricular Activities visiting the Academy (paragraph 6.1)**
- *Finance Department* changed to **School Business Manager or Operations Leader (paragraph 7.1)**