



Inspire
Partnership

CHARGING & REMISSIONS POLICY

Inspire Partnership Academy Trust

Date approved by trustees: 7th February 2018

Date of next review: February 2019

Charging & Remissions Policy

School Vision

At Inspire Partnership Academy Trust we are committed to provide an inspiring and inclusive environment, linking to local, national and global communities. We actively encourage and develop independent life-long learners who are able to fulfil their dreams and aspirations.

Introduction

All 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 1996.

The Academy Trust will make no charges for:

- An admission allocation to the school;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments, providing the tuition is required as part of the curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Entry for prescribed public examination if the pupil has been prepared for it at the school;
- Transport in connection with an educational visit.

Activities for which charges can be made by the Academy Trust:

- Any materials, books, instruments or equipment where the child's parent wishes them to be brought home and kept e.g. completed work produced in Design Technology or cookery classes;
- Optional extras (see below)
- Music tuition, but only where the teaching is not an essential part of either the curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school.

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided a charge may be made for providing materials, instruments or equipment. Optional extras include:

- Education provided outside of school time that is not:
 - i. Part of the curriculum
 - ii. Part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - iii. Part of religious education

- Examination entry fees if the registered pupil has not been prepared for the examination at the school;
- Transport that is not required to take the pupil to school or to other premises where the Academy Trust has arranged for the pupil to be provided with education, and;
- Board and lodging for a pupil on a residential visit.

In calculating the cost of these optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and;
- The cost for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The charge made in respect of individual pupils, will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Inspire Partnership Academy Trust may request voluntary contributions from parents for the benefit of the school or any school activities. If an activity cannot be funded without voluntary contributions the Academy Trust will make this clear to parents at the outset. It will however, also be made clear to parents that there is no obligation to make a contribution.

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.

Residential Visits

Inspire Partnership Academy Trust will not charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside of school hours if it part of the curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Inspire Partnership Academy Trust will charge for:

- Board and lodging but the charge will not exceed the actual cost.

Parents will be exempt from paying the cost of board and lodging if they can prove they are in receipt of the following benefits in respect of any period wholly or partly comprised in the time spent on the trip.

- i. Income support;
- ii. Income based jobseeker's allowance (payable under the Jobseekers Act 1995); or
- iii. Any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or elements of such a tax credit, prescribed for the purposes of this paragraph, in such circumstances as may be so prescribed.

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, the following basis will be used for determining whether it is deemed to take place either inside or outside school hours.

Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours will not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place in school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

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.