



## Charging and Remissions Policy

The Ivy Learning Trust Charging and Remissions Policy is monitored by the Local Governing Board (LGB) and the Board of Trustees and will be reviewed annually.

**Date Agreed:** 26.3.18

**Agreed by:** Trust Board

**Review Date:** March 2019

### Inclusion

The Ivy Learning Trust carefully considers all policies with respect to the impact on equality and the possible implications for pupils and staff with protected characteristics.

### Admissions

There is no charge for admissions.

### School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per week decided by each school's LGB.

### Public examinations

There is no charge for examinations that are part of the curriculum and on each school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. There is no charge for examinations that are not on the set list, but have been arranged by the school.

There **is a charge** of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (**see Optional extras under section 5**).

#### **4. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities or books, materials and equipment provided during school hours with the exception of books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge), optional extras (**section 5**) and music tuition (**section 8**).

There is no charge for transport during school hours to and from school-organised activities.

#### **5. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools;
- part of the syllabus for a public examination that the pupil is being prepared for by the school; or
- part of the school's basic curriculum for religious education.

### Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- transport that is not taking the pupil to school or to other premises where the local authority or LGB has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- pupils attending a non-educational evening event.

### **The cost of optional extras**

The head will decide when it is necessary to charge for optional activities and the levels of charge. Parents will be informed of the charge to be made.

Any 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.

When calculating the cost of 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, including supply teachers engaged specifically to provide the optional extra; or
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. Each school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **6. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours, the charging of the activity will be the same as is outlined in **section 4**.

In cases where the majority of a non-residential activity takes place outside school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate (so for example no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit). In this case, the charging of the activity will be the same as is outlined in **section 5**.

Travelling time is included when calculating the time spent on an activity.

### **7. Residential activities**

**Ivy Learning Trust schools will not charge for:**

- education provided on any visit that takes place outside school hours 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 religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

**We will charge for:**

## **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

**If a parent/carer finds they have a problem covering the cost of the trip, they should speak with the head of their child's school. Parents who can prove they are in receipt of certain benefits will be provided with details of local charities which are happy to fund part or all of the payment for such trips. The school may also consider subsidising the cost of the trip, although trips are already subsidised. We also offer the facility for payments to be made in instalments (see section 11 for more guidance on remissions).**

## **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

## **Specialist instruction**

The school will include the cost of specialist instruction in the charges.

## **8. Music tuition within school hours**

Ivy Learning Trust follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of an appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees, but does not include the loss of a musical instrument.

Ivy Learning Trust is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours may be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **9. Extended services**

Ivy Learning Trust is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day;

- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services);
- ways of increasing pupil engagement; and
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Each school may permit organisations arranging activities that take place outside school hours to charge parents when such an organisation is acting independently of the school or LA.

**Each school will decide independently whether to charge for:**

- Pupils attending Breakfast Club
- Pupils attending After School Club

These charges cover the cost of staffing to provide the appropriate supervision and the provision of appropriate activities for those pupils attending.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

**10. Damage to property and breakages**

Where school property has been wilfully damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the head and depend on the situation.

**11. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support;
- Income based Job-seekers Allowance;
- Child Tax Credit (where the person is not receiving Working Tax Credit as well);
- Support under part VI of the Immigration and Asylum Act 1999;
- Guaranteed Element of State Pension Credit;
- Income related employment and support allowance; or
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The head and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and head.

**12. Voluntary contributions**

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. Children of parents who do not contribute will not be treated differently from those who do make contributions

### **13. Other charges**

The Governors will review the lettings charges levied by each school on an annual basis.

If copies of school documents (e.g. policies) are requested by parents or carers, a nominal charge may be made to cover costs.

### **14. Inability or unwillingness to pay**

Ivy Learning Trust is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who could not make the payment, will not be disclosed under any circumstances.

### **15. Debt recovery**

The head may write off an outstanding debt of up to £250. A write-off of an outstanding debt in excess of this must be approved by the Trust Board. A debt write-off is not an acknowledgement that the debt does not exist, but is an internal transaction in the accounts of the school which removes the debt from the records.

Individuals or organisations that have previously defaulted on payments to the school are not allowed credit facilities or to use paid for services provided by the school in the future.