

AQUINAS Church of England Education Trust

"Life - Transforming - Learning"

Policy Title:	Charging and Remission Policy
Responsibility:	Chief Finance Officer
Review Body:	Board of Trustees
Date:	May 2017
Review:	May 2019

Introduction

The policy of the Aquinas Church of England Education Trust (the 'Trust') is to provide free education for all attending pupils and its academies. This policy is implemented within the letter of the law, and also embracing the spirit of it. The Trust has, therefore, set up a charging and remissions policy for certain activities in its academies. It will be reviewed from time to time and will be no less generous than the LA's policy.

Outline

Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a pupil should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the headteacher of the relevant academy for exemption from such contributions. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

There may be occasions when an organisation other than the local authority (LA) or the relevant academy arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, so any parents who do not wish to pay so that their child can attend must seek permission for their child's absence.

The Trust believes that its academies should give pupils as many varied learning experiences as possible and the Trust and its academies shall do their utmost to ensure that all pupils attending a Trust academy have the opportunity to benefit from such experiences. For other activities such as music tuition, field trips, concert and theatre visits, the table below indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

Remission of charges

No child is barred from attending an activity that is curriculum based as determined by the Trust or relevant Academy because his/her parents have not contributed. Families eligible

for benefits, and others the headteacher believes are experiencing financial hardship, are not expected or pressured to pay. In the latter case, the headteacher at each academy has the delegated responsibility to make such a decision and will keep such information confidential to the Trust and handle situations discreetly.

Parents who are in receipt of the following benefits are exempt from paying charges.

- Universal credit in prescribed circumstances (the government plans to prescribe these circumstances when universal credit is fully rolled out).
- Income support.
- Income-based jobseekers allowance (IBJSA).
- Support under part VI of the Immigration and Asylum Act 1999.
- Child tax credit, provided that the family’s income as assessed by HMRC does not exceed certain limits.
- The guarantee element of state pension credit.
- An income-related employment and support allowance.

Activity	Comment
Individual instrumental music tuition that is over and above the national curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the charges made to the school by the music service increase. Parents in receipt of certain benefits could be eligible for a reduction of fees. Any examination fees are paid by parents.
Transport to work experience	Parents will pay directly (except statemented pupils where the statement refers to transport).
Activities outside school time not related to statutory duties.	Charges will be levied.
Board and lodging on residential visits.	Parents are to be charged, except in cases of statutory remission where families receive benefits unless it relates non statutory based curriculum activity as determined by the Trust or relevant Academy

Rescrutiny of exam results.	Parents to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by school.	Parents to pay all charges.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	A charge will be made.
Recovery of wasted exam fees.	Parents to be charged.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.
If a child's parent wishes him/her to own books or materials	The appropriate charge will be made

Payment

Where payment is made on the basis of the activities detailed above, the method and process for payment shall be determined by each academy and communicated to parents.