



# London South East Academies Trust

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## Charging and Remission Policy

<b>Responsible post holder</b>	Headteacher
<b>Approved by / on</b>	September 2016
<b>Reviewed</b>	September 2018
<b>Reviewed</b>	September 2020
<b>Next Review</b>	September 2022
<b>Next Review</b>	September 2024

The Trustees of London South East Academies Trust believe that all our students 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 wide range of visits and activities is offered while at the same time trying to minimise the financial barriers which may prevent some students from taking full advantage of the opportunities.

### **Relationship to Other Policies**

The policy complements the school Equality Policy, Curriculum Policy, Finance Policy, Educational Visits Policy and the Teaching and Learning Policy.

### **Roles and Responsibilities of Headteacher, other staff and Trustees**

The Headteacher, staff and Trustees will ensure that the following applies:

#### **1. No charges will be made for:-**

- 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 National Curriculum, or part of a syllabus for a prescribed public examination for which the student is being prepared at the school, or part of the school's basic curriculum for Religious Education.
- Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for Religious Education.
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.
- Transport provided in connection with an educational trip.

#### **2. Activities for which charges may be made:-**

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, students whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.

#### **3. Families qualifying for remission or help with charges:-**

In order to remove financial barriers from disadvantaged students, 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 parents in particular circumstances. This Remissions Policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs' rules
- Guaranteed state pension

Additional categories of parents may claim help with some costs in some circumstances, which will be

decided by the School/ Trust Board taking into account whether additional help is justified. No student will be refused admission to any activity which the school deems a valid element of the education provided by the school on the grounds of charging or costs.

#### **4. Additional considerations**

The Trust Board 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 we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against students from families on lower incomes and we will avoid that method of selection.

#### **5. Deliberate Damage to School Property**

The school expects the highest standards of behaviour and respect from all students in regards to other students, members of staff, and the property and buildings of the school. Should any student willfully damage any school property, equipment or part of the building such as windows, the school will hold parents and carers liable for the full reinstatement cost of such damage. This will be in addition to any disciplinary action taken against any pupil carrying out such an act.