



# HALES VALLEY TRUST

## Charges and Remissions Policy

**Policy Tracker – Responsibility for monitoring this policy:**  
**COO**  
**(Reviewed annually – date of next review April 2020)**

<b>Date of review</b>	<b>Reviewed By:</b>	<b>Role</b>	<b>Date Approved by the Governing Board/committee</b>
June 2019	Jeannette Mackinney & Racheal Jones	CEO Central Team	Summer 2019

## **Introduction**

This document sets out the overarching charging and remissions policy for Hales Valley Trust and its associated academies.

## **Charges**

Charges will not be made for any of the following:

- An admission application or processes.
- Education provided during school hours including materials, books and equipment where the ownership of the item remains the schools.
- Education/activities provided outside school hours if it is part of the national curriculum or part of religious education.
- Instrumental or vocal tuition where it is an essential part of either the National Curriculum or a public examination syllabus being followed by the Pupil. This does not include additional tuition provided at the request of the Pupil's Parent/Carer.
- Transport of registered Pupil to or from premises where the Trust has arranged for a Pupil to be educated at premises other than the school.
- Transport provided in connection with an un-chargeable educational visit.

Charges may/will be made for the following:

- Any materials, books, instruments, or equipment, where the Pupil's Parent/Carer wishes the Pupil to own it.
- Optional extras (see Option Extras section for details)
- Music and vocal tuition in circumstances in accordance with DfE guidelines.
- Community facilities/lettings.
- Board and lodging for a Pupil on a residential visit which is not part of the national curriculum or part of religious education.
- Extended day services offered to Pupil (for example breakfast and after school clubs).
- Damage to property and breakages.
- The use of Trust premises is a chargeable item and is covered by a separate lettings policy.

## **Optional Extras**

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

- Residential trips/visits
- Extended day services
- Out of hours trips/activities
- Transport

### **Damage to property and breakages**

- Where property has been wilfully damaged by a Pupil or Parent/Carer the full or part cost of repair or replacement may be charged to the responsible party.
- Where property belonging to a third party has been damaged by a Pupil, and the Trust has been charged, all or part cost of repair or replacement may be charged to the responsible party.

In all instances where charging is in place, Parents/Carers will be advised in advance.

Charges for activities are calculated based on the expected actual costs that will be incurred divided equally by the number of Pupil participating. It will not therefore include an element of subsidy for any Pupil wishing to participate in the activity whose Parents/Carers are unwilling or unable to pay. Should the required funding not be raised activities may be cancelled.

## **Remissions and Concessions**

The school will give consideration to the remission of charges to Parents/Carers who receive the following support payments:

- 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 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Headteacher will authorise the remission of charges for each school.

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

## **Voluntary Contributions**

Parents are invited to make a contribution towards the following costs:

- School trips or visits which enrich the curriculum and educational experience of the children.
- Visits from professionals including authors, performers, activity days and workshops as part of trips.
- Board and lodging, activities and transport costs incurred on residential visits.
- Swimming provision for transport costs.
- One off extra-curricular activities / after school activities
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils

The terms of any request made to parents will specify that the request is for a contribution. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- c) that if there are insufficient contributions to make an activity financially viable, the activity will not go ahead. The responsibility for determining the level of contribution is delegated to the Headteacher. No child will be excluded from an activity if their parents are unwilling or unable to pay.