

AURORA ACADEMIES TRUST

Policy Title:	AAT Charges & Remissions Policy November 2016
Policy Reference:	AAT Charges & Remissions Policy November 2016
Function:	For Information and Guidance/ <u>Statutory</u>
Audience:	Prospective Parents, Trustees, Governors, Regional Directors, Executive Headteachers, Heads, Teachers, Support Staff, as necessary
Ownership/ Implementation:	The Trustees/LAB Governing Body (as required) have overall responsibility for ensuring that this policy is implemented
Version:	001
Approved by Trust Board:	November 2016
Next Date for Review:	November 2018



1. Introduction

- 1.1 The Trust Board recognises the valuable contribution that the wide range of additional activities, including clubs, out of Trust trips, residential visits and experiences of other environments can make towards pupils' all round educational experience and their personal and social development.
- 1.2 The Trust will endeavour to ensure that all its pupils have an equal opportunity to benefit from activities and visits, curricular and extra curricular, independent of their parent's financial means.
- 1.3 The Charging and Remissions policy describes how the Trust will do its best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities offered to them. Throughout this policy, the term "parents" means all those having parental responsibility for a child.

2. Charging

- 2.1 Charges will not be made for the following activities:
- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
 - Education provided outside school hours if it part of the curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
 - Instrumental and vocal music tuition, which is part of the curriculum.
 - Instrumental and vocal tuition for children in care.
 - Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at school.
- 2.2 The Trust Board reserves the right to make a charge in the following circumstances for activities organised by the Trust schools:
- Trips and residential visits during school hours:** the board and lodging element of the residential experience and outdoor pursuit courses, which are not part of the national curriculum.
 - Activities outside school hours:** the full cost for each pupil of journeys, trips and overnight stays in the United Kingdom and abroad 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).

In order to determine whether a residential trip is in or out of school hours, the following formula is used: if the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours, even if some activities take place late in the evening. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

- iii **Materials:** the cost of materials or ingredients for curriculum subjects, together with any books, instruments or equipment, if parents have indicated in advance that they wish to own them.
- iv **Music Tuition:** the cost for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.
- v **Breakfast and After School Clubs:** the cost of materials and related staff costs.
- vi **Income from Sales – non profit making:** Some goods may be purchased through a Trust school for the convenience of parents, pupils or teachers. The Trust school will not seek to make a profit from these sales. Goods in this category include school uniform, book bags, music instruments, etc.
- vii **Income from Sales – profit making:** Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, POFA or other charity. Goods in this category include school photographs, bring and buy items, etc. which may be subject to VAT.

Charges for items i to vii above will be notified in writing in advance.

- viii **Acts of vandalism and negligence:** the Trust Board reserves the right to recover part or all of the cost of damage to buildings or equipment which is the result of vandalism or negligence by a pupil.
- ix **Examination fees:** if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil attends for examination.

If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the Trust school has paid an entry fee, the Trust school may seek to recover the fee from the parent.



There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Trust school.

3. Remissions

3.1 Where the parent of a pupil is in receipt of qualifying state benefit(s), as follows:

- Income support
- Income based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (specified by HMRC) does not exceed the financial threshold for the current year.

The Trust school will remit, in full, the cost of board and lodging for any residential activity that is organised for the pupil and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

3.2 The Trust school may remit charges in full or in part to other parents after considering other specific hardship cases. The Trust invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher/Head of School will authorise remission in consultation with the Trust Regional Director.

4. Insurance

4.1 Any insurance costs will be included in charges made for trips or activities.

5. Voluntary Contributions

5.1 Parents may be invited to make a voluntary contribution for specific purposes, including the following:

- a) Activities within a curriculum area
- b) Support education trips and visits
- c) Associated travel costs.



The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge, 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; and
- 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) If insufficient voluntary contributions are received the Trust schools reserve the right to cancel the event, trip, etc.

The responsibility for determining the level of voluntary contribution is delegated to the individual Headteacher/Head of School.

Voluntary contributions will be used to:

- Enhance and support learning activities within the school
- Support some educational visits
- Travel costs.

6. Monitoring, Evaluation and Review

- 6.1 The Trust Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.