



Horizon Academy Trust

Where anything is possible

CHARGING AND REMISSIONS POLICY

Approved and signed by the Board of Trustees
11 July 2019

Summer 2019

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1. Rationale

Horizon Academy Trust Board of Directors recognise the valuable contribution that the wide ranges of additional activities, including trips, clubs and residential experiences can make towards pupils' education at those Academies to which this Charging and Remissions Policy applies. The Local Governing Bodies of those Academies aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of each Academy and as additional optional activities.

2. Context

The law states that education provided during Academy hours must be free of charge. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in Academy hours by each Academy. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

3. Aims

- to make Academy activities accessible to pupils regardless of family income.
- to provide a process which allows activities to take place at a minimum cost to parents/carers, pupils and each Academy and which acknowledges the cost of such activities to each Academy's budget.

4. Prohibition of charges

In line with Department for Education guidance, the Governing Body of each Academy will not charge for any of the following:

- education provided during school hours (including the supply of any materials, books, instruments or other school equipment);
- education provided outside of 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination or re-sit examination, if the pupil has been prepared for it at the school;
- transporting pupils to other premises where the local authority has arranged for them to be educated;
- education provided on an educational visit during school hours or outside of school hours if it is part of the National Curriculum, or part of a syllabus for prescribed public examination that the pupil is being prepared for at the school, or part of religious education. The Academy can however ask for voluntary contributions to cover the costs for all or part of the educational visit.

5. Charges

The Governing Body of each Academy reserve the right to charge for:

- any materials, books, instruments, or equipment, where the child's parents or carers would like to own them;
- either an individual pupil, or groups of up to four pupils, to play a musical instrument

if the teaching is not an essential part of the National Curriculum. Any charge may be reduced or waived if the parent / carer can demonstrate that significant hardship may be caused by having to pay this fee. The individual circumstances of a parent / carer will be considered by the Academy Headteacher, who will decide if a reduction is appropriate. In addition, any fee will be waived for any pupil for whom the school receives the pupil premium.

- education provided outside of school time that is not
 - part of the National Curriculum;
 - part of a syllabus for a prescribed public examination;
 - part of religious education;
- transport that is not for taking the pupil to school or to other premises where the local authority have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit,
- the proportionate costs for an individual child of activities wholly or mainly outside school hours to meet the costs for:
 - travel;
 - materials and equipment;
 - staffing costs;
 - entrance fees;
 - insurance costs
- breakages and replacements as a result of damages caused willfully or negligently by pupils;
- extra-curricular activities and school clubs that are run by staff who are charging the school.
- photocopying and laminating – when staff, parents or carers wish to make copies of or laminate documents.
- telephone calls – when staff wish to make personal calls.

The Governing Body of each Academy is responsible for setting the level of charges to apply. The charges can be found in the Academies own charging policies which are available on their respective websites.

6. Remissions

There will be no obligation for any parent to make a voluntary contribution towards the cost of Academy activities. Pupils will not be treated differently whether or not their parents/carers have made a contribution. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship.

When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

7. Voluntary Contributions

Parents and carers may be invited to make voluntary contributions for the proportionate costs for an individual child for the following:

- Educational visits that take place either (or possibly both) during or after school hours;
- The costs of a residential visit that are not related to board and lodging;
- The costs of inviting a visitor or theatre group into school.

Whilst parents and carers will be informed that a contribution is voluntary, each Governing Body may agree that if there is a shortfall in voluntary contributions received in order to fund a visit or event, it may be cancelled. The Academy cannot exclude a pupil from taking part in the types of activities listed on the grounds that their parents or carers have refused to make a contribution. However, the Academy does have the right to cancel the activity if there is a shortfall in contributions.

8. General

The Local Governing Bodies may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in Academy time.

Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.