



The Park  
Academies  
Trust

# Charging and Remissions Policy

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## Version Control

Reviewer / owner (role)	Executive lead (role)	Approving body	Meeting date when the policy was approved
Executive Principal	CEO	LAB	31 October 2022
DFO and Deputy CEO	CEO and Executive Board	FRAC	22 May 2023
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This policy is reviewed annually. The next review is due by May 2025.

## **Contents**

### 1. Introduction

1.1 Aims and Scope

1.2 Other Linked Policies

### 2. Policy Statement

2.1 Charging

2.2 Remissions

2.3 Communication and Charging Procedure

## **1. Introduction**

The Trust intends that all decisions, policies and procedures will be underpinned at all times by its vision and values:

### **Our aim:**

To create centres of educational excellence that inspire all pupils to turn their potential into performance.

### **To achieve this our schools will:**

- Provide a broad and balanced curriculum that allows pupils to develop their talents and ambitions.
- Deliver the highest quality learning opportunities facilitated by excellent teachers.
- Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society.

### **The Trust will support its schools by:**

- Maximising the resources and expertise available to individual schools.
- Providing a platform for the sharing of excellent practice.
- Challenging and developing staff to turn their potential into performance.

## **1.1 Aims and Scope**

The Trustees recognise that a charging and remissions policy is required for each school within the Trust. It has delegated the responsibility for the Charging and Remissions Policy to the Finance, Risk and Audit Committee.

## **1.2 Other Linked Policies**

Finance Procedures Manual  
Pupil Premium Strategy Statement

## 2. Policy Statement

The Trust acknowledges the right of every pupil to receive free school education and understands that activities linked to curriculum offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' / carers' ability or willingness to help meet the cost.

The Trust recognises that a wide range of activities including; clubs, visits and residential experiences, make a valuable contribution towards pupils' educational and social development. It therefore encourages broad participation in these activities.

Some activities (or parts of activities) will be charged for whilst other activities or elements of activities will be provided free of charge or voluntary contributions may be invited.

The following policy sets out the Trust's policy for charging and remissions which will be implemented by each Principal who is responsible for ensuring that the policy is implemented fairly and consistently and is accessible to parents / carers, staff and pupils. This policy applies equally to all pupils.

### 2.1 Charging

The Trust **will not** levy a mandatory charge for:

- any admission application
- education provided during normal school hours, including the supply of any materials, books, instruments or other equipment. School hours are Monday to Friday, 08:45 to 15:10 in term time
- education provided outside 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, if the pupil has been prepared for it at the school, and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and where the Local Advisory Board accepts a valid reason for the re-sit

Voluntary contributions may be sought to contribute towards costs such as transportation and the fees of any third party providers.

The Trust **will** charge for:

- Optional Activities (an optional activity is one that does not form part of the National Curriculum requirements and is being provided by the school to enrich the educational experience) as follows:
  - a. all elements of an optional activity outside the school day
  - b. all elements of an optional activity within the school day other than teaching staff costs and may include transportation costs, entry fees, costs of external providers / organisations, insurances, subsistence and administration costs.
  
- Residential Visits
  - c. the full cost of board and lodging incurred by participation in any residential visit (whether undertaken as a curriculum activity or as an additional optional activity)
  - d. optional activities charges
  
- Optional Extras
  - e. any materials, books, instruments, or equipment, where the pupil's parent wishes him / her to own them;
  - f. music and vocal tuition where it does not form part of National Curriculum provision
  - g. 'after school clubs' and other similar, non-curriculum activities
  - h. school meals
  - i. pupils entitled to a Free School Meal will be provided with a two course meal and water at lunch time
  
- Damage / Loss
  - j. wilful damage, neglect or loss of school property (including equipment, premises, furnishings, books or materials) for the full cost of the repair or replacement (or a lower charge at the discretion of the Principal)
  
- Transportation
  - k. to and from the school at the start and end of the school day where this is not provided free of charge by the Local Authority
  
- Examinations:
  - l. re-sits where they are at the request of the parent or pupil
  - m. re-marks where they are at the request of the parent or pupil
  - n. entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
  - o. entry fee(s) if the registered pupil fails to sit their entry for a prescribed public examination without what the school considers a valid reason

Participation in any optional activity will be on the basis of parental choice and a willingness to meet all the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional activity where charges will be made.

Charges made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. Charges will not include an element of subsidy for pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

#### Education partly during school hours

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## 2.2 Remissions

In order to remove financial barriers, the Trust has agreed the following policy on the remission of charges.

- Any pupil registered for Free School Meals shall be entitled to:
  - the full remission of board and lodging charges for any residential visit where the activity forms part of curriculum activity
  - a contribution to board and lodging charges for an optional activity that takes place outside the school day
- Any family experiencing financial difficulties may write, in confidence, to the Principal requesting support for any optional activity or optional extra. The Principal may, at their absolute discretion, remit in full or in part any charges applied if they consider it reasonable to do so.

## 2.3 Communication and Charging Procedure

All letters concerning trips and activities will clearly set out the nature of any charges, which charges are compulsory and any that are voluntary.

The communication will set out if the visit or activity is optional or a part of the National Curriculum.

Trips will be advised at the earliest opportunity and the facility to pay by instalments via the electronic payment system will be in place where appropriate.

Non payment of appropriate charges are a debt and the school is entitled to seek to recover that debt as it sees appropriate.