



# SUCCESS ACADEMY TRUST

## Charging & Remissions Policy

ANNEX (of Financial Procedures Handbook)

Approved/reviewed by	
Success Academy Trust Full Board April 2023 V2	
Date of next review	Sept 2025

This policy is reviewed bi-annually to ensure compliance with current regulations.

<b>Version</b>	<b>Date</b>	<b>Updated by</b>	<b>Summary of changes</b>
V1	Sept 2019	AM Willett	
V2	April 2023	AM Willett	Updated to reference Local Governing Committees (LGC)

## Principle

As per the Academy Trust's Funding Agreement, the Trustees and Local Governing Committees (LGCs) understand they cannot charge parents and pupils for activities which take place when the school is in session, excluding breaks/middle of the day and except for musical instrument tuition where organised by the school. The Trustees and LGCs recognise the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential trips and experiences of other environments, can make towards pupils' "all round educational experience and their personal and social development". If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum. Activities which are an essential part of the syllabus for an approved examination must be provided free.

## Practice and Provision – All Academy Schools

In accordance with the policy all Academies within the Trust therefore confirms (subject to Exceptions below) that they will provide the following free of charge:

- Books, materials, other equipment and transport during the school day to/from curriculum activities (ie not transport to and from school) for use in connection with education provided during statutory hours.
- Essential protective equipment
- Entry for a prescribed public examination, if the pupil has been prepared for it at the Academy

## Exceptions

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the School's Curriculum or a public examination syllabus being followed by the pupil.

In addition, Primary schools may request a contribution to the cost of transport for swimming lessons. Swimming lessons for children in Key Stage 2 take place in school time and are part of the School's Curriculum. Schools do not ask for a voluntary contribution towards Pool Hire because we are providing lessons as part of the School's Curriculum. Schools will inform parents when these lessons are to take place.

These exceptions may be subject to remissions arrangements for pupils in receipt of free school meals or pupil premium – Please refer to the individual school's annex for details.

## Residential Trips

If a school organises a residential visit in school time or mainly school time, which is to provide education directly related to the School's Curriculum, no charge is made for the education. However, charges will be made to cover the costs of board and lodging. If parents are experiencing financial difficulties they are invited to contact the school's Head teacher in confidence (see also the section on Remissions).

Please refer to the individual school annex, which has been agreed by the school's Local Governing Committee, for further details relating to any academy within the trust.

### **Other Trips/ Activities**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If schools do not receive sufficient voluntary contributions, the school may cancel the trip. The school has no alternative source of funding for school journeys, residential etc. Normally these will only take place when most pupils have permission to take part and when the necessary contributions are made Schools may request a contribution towards the cost of the following:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

Such trips and activities are subject to enough voluntary contributions being received in order to proceed.

### **Damage/ Loss to Property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the school's Head teacher may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Transport**

With regard to school transport to and from school, whether a student is eligible for free transport or not is subject to the arrangements of Leicestershire County Council School Transport. Where school transport is taken, arrangements for replacement and purchase of any lost bus pass is with the transport company directly.

### **Extra-Curricular and Before/ After School Clubs**

Clubs and activities provided by third parties and/or outside of the school day will be chargeable. Please refer to individual school's annex for details of any remissions for free school meals or pupil premium entitlement.

### **Lettings**

Where an individual school makes its facilities available to outside users, this will be at a charge of at least the cost of providing the facilities. A scale of charges for such activities is determined annually by the Local Governing Committee of each Academy and forms part of a separate Lettings' and Hire Policy.

### **Other Charges**

The Head teacher or Local Governing Committee of an individual academy in the Trust may levy charges for miscellaneous services up to the cost of providing such service, e.g. Photocopying

### **Practice and Provision – Local Academy Arrangements**

In accordance with local scheme of delegation, any other areas of charging and remissions will be considered by the LGC of each school and published in a local annex to this policy on each local schools' website.

### **Remission Criteria - All Academy Schools**

Applications for FSM can be made by calling Leicestershire County Council on 0116 305 5000 or downloading application form from Leicestershire County Council website at <https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/free-school-meals>

Your child may be able to get free school meals if you get any of the following:

- 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)

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March.

### **Infant free school meals in England**

Your child will be able to get free school meals if they're in a reception class or year 1 or year 2.

### **Pupil Premium Funding**

Please refer to the individual school annex, which has been agreed by the school's Local Governing Committee, for further details relating to Pupil Premium expenditure for any academy within the Trust. These arrangements may vary from school to school within the Trust due to local priorities.

## **Inclusion**

Success Academy Trust schools are inclusive schools. We aim to make all pupils feel included in all of our activities by making our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils.

## **Monitoring, Evaluation and Review**

In view of local management arrangements, amendments to local annexes are made to this policy on an annual basis. The main policy will be reviewed in three years subject to change in funding which may warrant an earlier review.

## **Equality Monitoring**

Success Academy Trust's commitment to equality and diversity means that this policy, via an Equality Impact Assessment, has been screened in relation to the use of gender-neutral language, recognition of the needs of disabled people, promotion of the positive duty in relation to all protected characteristics.

Based on the Equality Impact Assessment findings, this policy is judged to be of low impact against the equality protected characteristics.

This Policy is available in alternative formats on request. If you think we can improve the fairness of this Policy, please contact the Head teacher of the school in which your child attends.