



Charging and Remissions Policy

Introduction

The Board of Inspire Partnership Multi-Academy Trust wishes to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of each academy's budget. It also defines other circumstances when the each academy may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989.

Aim of the Policy

The aim of the policy is to ensure that there is clarity over those items which the each academy will provide free of charge and for those items where there may be a charge.

Definition

The academy day is defined as: 8:45 am – 3:15pm. The midday break does not form part of the academy day. It is acknowledge that some academies in the trust may have different hour from the above but the broad principal is that the school day will be based around the above times.

Charging

No pupil should have his/her access to the curriculum limited by charges. However, the Trust and the academy reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made the trust and the academy reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Voluntary Contributions

Where a charge cannot be made (as is often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions.

Remissions

The trust and the academy will apply the statutory minimum remissions to any charges that they make. However no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute. In the case of particular need, remission outside these parameters will be at the absolute discretion of the Head of School in consultation with the Chair of the Local Governing Body. Each incident will be dealt with on its own merit and at their discretion.

Liability for personal property

The trust and the academy do not accept liability for any items of personal property lost or damaged in the academy, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Head of School/Chief Executive Officer.

Roles and Responsibilities

Role of the Local Governing Body - The Local Governing Body has:

- Delegates powers and responsibilities to the Head of School to ensure all academy personnel are aware of and comply with this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy is made available to parents;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Head of School - The Head of School will:

- Ensure all academy personnel, pupils and parents are aware of and comply with this policy;
- Monitor the effectiveness of this policy;
- Annually report to the Local Governing Body on the success and development of this policy.

Role of Academy Personnel

- Academy personnel will comply with all aspects of this policy;
- Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions.

A - Activities which are AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination

Charging

It is not *normally* possible to charge for these activities.

Where a charge is allowed (see below), it may not exceed the cost that can be apportioned to the pupil's participation. If the cost of the chargeable element of an activity is expected to exceed the sum of the charges received then the organiser should ensure funds to balance are available by reference to the Head of School. The academy **may** make a charge **where the law permits it:**

The cost of board and lodging for all residential activities [*subject to full remission being given those pupils whose parents are receiving Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or income-based Jobseekers' Allowance*]

Voluntary Contributions

These may be asked for, but this must be done in line with the stated aim of this policy. Organisers of activities **may** ask for voluntary contributions to cover the costs of:

- Travel, board and lodgings;
- Tickets and entrance fees.

The organiser is expected to have constructed a balanced budget in advance. When arranging an activity the voluntary contribution requested may be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, with an allowance for a contingency.

When writing to parents the benefit and educational aims of the activity must be described along with any risks associated. A request for voluntary contributions must make it clear that:

- There is no obligation to make a contribution;
- No pupil will be treated differently or not allowed to participate according to whether a contribution has been made;

- It may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

B - Activities available to our pupils that take place outside, or mainly outside, academy hours that are NOT AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination ('extra-curricular activities')

Charging

A charge may be levied in order to support the wide range of additional extra-curricular activities arranged by the trust or the academy. The organisers of activities will normally determine a charge to cover the costs of:

- Travel, board and lodging;
- Materials, books and equipment;
- Teaching costs including supply cover;
- Associated administrative and support staff costs;
- Tickets and entrance fees.

For an extra-curricular activity the charge should be set to cover the direct cost per pupil. When writing to parents the benefit and aims of the activity must be described along with any risks associated (also cover any policy regarding remissions)

Malicious Damage

In cases of wilful or malicious damage to equipment or breakages, or loss of academy books or equipment on loan to pupils the Principal in consultation with the Chair of the Local Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Lost Academy Equipment

Parents will be expected to replace or pay for the cost of lost items of academy property.

Monitoring the Effectiveness of the Policy

Biennially the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Board.

Chief Executive Officer:		Date:	09.01.2018
Chair of the Board:		Date:	09.01.2018