SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)

CHARGING AND REMISSIONS POLICY

Aspire - Challenge – Achieve

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South Lincolnshire Academies Trust

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Charging and Remission Policy

As part of our Funding Agreements the Trust is required to have a Charging and Remissions Policy.

The Trust Board recognise the valuable contribution that the wide range of additional activities, including clubs, out of academy day trips, residential trips and experiences of other environments, can make towards Students' all-round educational experience and their personal and social development. (Throughout this policy, the term "Parent/Carer" means all those having parental responsibility for a Student.)

Charging
The Trust Board reserve the right to make a charge in the following circumstances for activities organised by the academy:

Learning outside the classroom and residential visits in academy time
The board and lodging element of the residential experience and outdoor pursuit courses;

Activities outside academy hours
The full cost for each Student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;

Peripatetic Music Charges can be made for either an individual Student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing during academy hours, if it is provided at the request of the Parent/Carer. A 50% subsidy for current Free School Meal and Looked After Students will be provided from Pupil Premium Funding.

Materials
The cost of ingredients for food technology.

Acts of vandalism and negligence
The Board of Directors reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a Student;

Examination fees
If a Student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the Student attends for examination.

If, without a medical certificate explaining the reason, a Student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the Parent/Carer.

There may be a charge for examination entry where there is a request from the Parent/Carer for additional subject entries to be made which are not supported by the Academy.

The Trust Board cannot charge for:

- an admission application
- education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside academy hours if it is part of the National Curriculum tuition
- Students 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 Student is being prepared for at the academy, or religious education; or part of a syllabus for a prescribed public examination that the Student is being prepared for at the academy, or part of religious education

- entry for a prescribed public examination, if the Student has been prepared for it at the academy
- examination re-sit(s) if the Student is being prepared for the re-sit(s) at either academy
  However, if a Student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the Student's Parent/Carer

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

Any charge made in respect of individual Students must not exceed the actual cost per Student

In cases where a small proportion of the activity takes place during academy hours the charge cannot include the cost of alternative provision for those Students who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from academy accompanying Students on a residential visit.

Remissions

Where the Parent/Carer of a Student is in receipt of Free School Meals, the Trust Board will remit 50% of the cost of board and lodging for any residential activity that is organised where the residential activity forms part of the syllabus for a public examination.

The Trust Board may remit charges in full or in part to other parents/carers after considering other specific hardship cases. The Trust Board invites parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Chief Executive Officer will authorise remission in consultation with the Chair of Trustees. The Trust have established a system for parents/carers to pay in instalments and acknowledge that offering opportunities on a first come first serve basis may discriminate against families on lower incomes.

Insurance

Any specialist insurance costs will be included in charges made for educational visits or activities.

Equal Opportunities

In reviewing and implementing this policy the Trust Board and Chief Executive Officer will consider the provisions of the academy's equal opportunity policy.

Monitoring, Evaluation and Review

The Trust Board will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout each Academy.