



# The Castle Partnership Trust

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## Charging & Remissions Policy

**Date: February 2023**

CEO: Sarah Watson

Headteacher The Castle School: James Lamb

Headteacher Court Fields School: Polly Matthews

Headteacher Wellesley Park School: Carly Wilkins

Headteacher IKB School: Richard Healey

Due for review: Spring Term 2024

## **1. INTRODUCTION**

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1.1. The Castle Partnership Trust (The Trust) recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards pupils' personal and social education.

1.2 The Trust aims to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.

1.3. While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, The Trust reserves the right to make a charge activities organised by the Academies from time to time.

### **2. Scope**

2.1. This policy applies to the schools in The Trust and should be also be read by parents/carers.

### **3. Legislation and regulation**

3.1. The legislative and regulatory basis for charging and remissions is contained within:

- Sections 449 – 462 of the Education Act 1996.1
- The Charges for Music Tuition (England) Regulations 2007
- s27(1) The Education Act 1996
- Education Regulations 1999

The Trust has special arrangements for those students eligible for free school meals. The areas below that specifically differ in respect of these students have been indicated with an asterisk (\*). The Trust's Pupil Premium policy should be read in conjunction with this policy.

## **4. AIMS**

The aims of the Charging Policy are to:-

- (i) Maintain the right to free school education.
- (ii) Enable all students to take full advantage of the activities provided by the Trust.

## **5. OBJECTIVES**

The objectives of the Charging Policy are:-

- (i) To ensure that activities offered in school time should be available to all students regardless of their parents'/carers' ability to help meet the cost.
- (ii) To identify those activities for which charges may be levied.
- (iii) To determine which charges will be remitted for parents experiencing hardship.
- (iv) To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours.
- (v) To ensure that the operation of the Policy is systematically reviewed and the findings acted upon.

## 5. **CHARGING**

It is the Policy of the Trust:-

### 5.1 For Activities during School Hours

- (i) To levy a charge for **ingredients or materials** in practical subjects if they wish to keep the finished product. \*
- (ii) To levy a charge for the provision of **music instrument tuition** to students, either individually or in small groups, outside of statutory music curriculum time. \*
- (iii) To levy a charge for **residential activities**. Governors will remit such charges to parents/carers in receipt of appropriate benefits and support other parents in financial need. \*
- (iv) To levy a charge for **examination entries** where:-
  - (a) the Trust has not prepared students for the examination in the year for which the entry is made; or
  - (b) a student has failed, for no good reason, to complete the requirements of the examination (eg fails to submit coursework); or
  - (c) the school does not support the need for an exam to be retaken or remarked.
- (v) To levy a charge for any **other activities as considered appropriate**, taking account of the following:
  - (a) Voluntary contributions will be invited if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. \*
  - (b) Governors will remit such charges to parents/carers in receipt of appropriate benefits and, in very exceptional circumstances, support other parents/carers in financial need. (See policy section 5.)
- (vi) The Governors reserve the right to seek **reparation** from parents/carers where their children cause breakages or damage to school property or lose school equipment.

### 5.2 (i) **For Activities outside School Hours**

To levy a charge for activities provided outside school hours taking account of the following:-

- (c) Voluntary contributions will be invited if the activity is part of the national curriculum, part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.\*
- (d) Governors will remit such charges to parents/carers in receipt of appropriate benefits and, in very exceptional circumstances, support other parents/carers in financial need. (See Policy section 5).
- (e) A number of specific after school activities are arranged and funded by the school to encourage participation, as part of the school's extensive enrichment programme.
- (f) The Trust plans for all its activity budgets to break-even but inevitably sometimes surpluses are made. The school policy is that, for economic reasons, excess payment refunds of less than £10 per

student are not made; any surplus amount over that figure being refunded after the activity has been completed.

**5.3 For Activities not 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**

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

**5.4 For All Activities**

- (i) Voluntary contributions are requested from parents/carers for school activities in or out of school time but activities may not go ahead if there is insufficient voluntary funding.
- (ii) Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- (iii) The school may seek voluntary contributions from parents/carers (including the cost of travel for accompanying teachers) for any school activity but:-
  - (a) such contributions are genuinely voluntary;
  - (b) students will not be treated differently according to whether parents/carers have made a contribution.

**6. REMISSION**

It is the Policy of the Governing Body:-

- (i) To remit charges for board and lodging to parents in receipt of appropriate benefits.
- (ii) To delegate to the Headteacher the determination of any individual case arising from the implementation of the Policy.

**7. RESOURCES**

The Governing Body will agree a fund within the budget to support this Policy. "Unofficial" funds may be utilised to support school activities.

**8. RESPONSIBILITIES**

- (i) Authority for day-to-day management of the fund will be delegated to the respective Headteacher.
- (ii) Staff organising activities must do so within the provisions of this Policy. Plans, at the draft stage, should be submitted to the Senior Leadership Team for consideration and approval and costings should be checked with the Finance Team.
- (iii) The respective Headteacher has responsibility for monitoring and evaluating the implementation of the Policy.