



CHARGING POLICY

VERSION 1

22/01/2018

Charging Policy

Waveney Valley Academies Trust believes this policy should be a working document that is fit for purpose, represents the trust ethos, enables consistency and quality across the trust and is related to the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education Act 1996
- Education (Academy Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Education and Inspections Act 2006
- Charges for Music Tuition (England) Regulations 2007
- School Information (England) Regulations 2008

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

Aim

- To outline what the trust's academies can and cannot charge for
- To outline the trust policy for voluntary contributions and remissions
- To ensure compliance with all relevant legislation connected to this policy

Responsibility for the Policy and Procedure

The **Trust Board** has:

- delegated powers and responsibilities to the Headteachers to ensure all academy personnel and visitors to their academy are aware of and comply with this policy

Application

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards students personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional and can be charged. Parents are expected to meet the full cost of the trip including transport.

Costs for optional trips/visits will be based on actual costs (including administration) with no profit element. Any unintentional surplus funds will be refunded to parents/carers where the amount equates to more than £5.00 per student.

We will **refund** in full all contributions **if an activity has had to be cancelled** by an academy or if a student has been unsuccessful in gaining a place on the trip. Once a permission slip and deposit has been paid, and a place on the trip acknowledged by an academy, parents are responsible for the total cost of the trip. If parents wish to withdraw their child from the trip they must do so in writing to the Academy's Educational Visits Co-ordinator. The deposit is non-refundable. It may be possible for further payments that had been paid to be refunded if the place can be filled and no financial loss is caused to the academy. Deductions may be made and might include an admin fee for cancellation or change of name. If the place cannot be filled the parent will remain responsible for the full cost.

Students who qualify for **Pupil Premium** funding may apply for financial support from the academy they attend.

The financial cost relating to **breakages/damages/fines** are recoverable from parents. A charge will also apply for loss or damage to Waveney Valley Academies Trust property which is placed under the responsibility of a student.

No charge will be made in respect of the **examination entry** of a registered student. Charges may be applied for the entry of a student for an examination he/she is not studying towards as part of the academy curriculum. Where re-sits or re-marks are undertaken, students may be charged.

Technology charges may be made for materials at the beginning of each Key Stage for practical subjects where parents indicate they wish to receive the finished articles. Cooking ingredients will remain the responsibility of students to bring in as and when required.

The amount chargeable for **musical instrument tuition** will be reviewed on an annual basis.

A student who has applied for a planned trip or visit and has been accepted may be barred from attending if his or her **behaviour in the period before the activity** is unacceptable. All fees remain the responsibility of the parent and the terms of cancellation apply.

If a student displays unacceptable **behaviour while on a trip or visit**, accompanying staff will arrange for the student to be collected by whatever means possible. Any cost in doing so will be the responsibility of the parent.

Travel companies often reserve the right to apply a **surcharge** for a trip after payment has been received. This tends to be for expenses such as increase in fuel costs, airport taxes etc. This very rarely happens, however if this is the case the school may pass this cost onto parents in order that the trip remains financially viable.

Students and staff going on visits are covered by the Waveney Valley Academies Trust **insurance** policy. Residential trips are also covered and additional cover is obtained through the travel company if required at the expense of parents. Should an insurance claim need to be made, the policy excess will be charged to the parent(s)/carer(s) responsible for the student(s) involved in the claim.

In the event of a **planned visit being oversubscribed**, the process will be as follows:

The initial letter will include a deadline by which the reply slip, consent form and deposit (where applicable) should be received by the academy. In the event that the visit is oversubscribed (and the academy is unable to increase the number of participants) the following criteria will be used, in the order given, to select successful applicants:

- Students who have not previously attended the planned visit
- Students who have not participated in a visit of a similar nature (e.g. a residential trip), during this key stage
- A random selection will be made from all remaining eligible students who returned the reply slip, consent form and deposit (when applicable) by the deadline
- The remaining unsuccessful students will go on the reserve list
- Should a student be unsuccessful in securing a place on a visit following a random selection, the deposit will be returned immediately

Voluntary Contributions

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children. Under no circumstances will we pressurise parents when we make a request for voluntary contributions.

We will inform parent/carers:

Waveney Valley Academies Trust

Charges, Voluntary Contributions, Remissions and Refunds Policy (Draft)

- if planned activities depend on voluntary contributions for part or all of the cost
- that there is no obligation on them to make voluntary contributions
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions
- that no student will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments or equipment for use in connection with education if the education is:

- within school hours
- for the National Curriculum programme outside of school hours
- part of a syllabus for an agreed examination for a student
- for statutory religious education
- for musical tuition as part of the National Curriculum
- for education provided on any educational visit during the school day
- for education provided on any educational visit outside the school hours

No charge shall be made in respect of admission unless it is for the purpose of education for persons over compulsory school age.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality within this trust.

Approval Date	22.01.18	Review Date	21.01.19
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