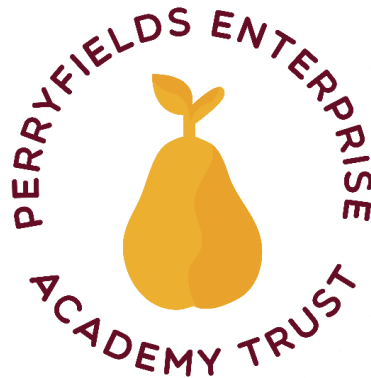


Perryfields Enterprise Academy Trust

Charging and Remissions Policy



Charging and Remissions Policy	
Adapted From:	SBM Services Model Policy
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Contents

Section Title	Page No.
Purpose	2
Activities Where No Charge Will Be Applied	2
Activities Where Charges May Be Applied	2
Families Qualifying for Remission or Help with Charges	3
Additional Considerations	3
Arrangements for Monitoring & Evaluation	3

1.0 Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Perryfields Enterprise Academy Trust is committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.

The Headteacher, staff and governors will ensure that the following applies:

2.0 Activities Where No Charge Will Be Applied

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is 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 the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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
- entry for a prescribed public examination, including examination resit(s), if the pupil has been prepared for it at the school. If a pupil fails, without good reason, to meet any examination requirement for a syllabus, a charge will be made
- education provided on any trip that takes place during school hours if it is 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 the school's basic curriculum for religious education
- education provided on any trip that takes place outside school hours if it is 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 the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

3.0 Activities Where Charges May Be Applied

a) Trips and visits

Costs may be charged to cover the full cost of non-residential trips and visits.

b) Residential trips and visits

Costs may be charged to cover the full cost of the trip, including board and lodging. However, if the trip is a compulsory part of the syllabus for a public examination, parents in receipt of certain benefits (see point 4 below) will be informed that full remission will be provided by the school.

When a trip is offered to more pupils than places available, parents will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

d) Enrichment Activities

Enrichment activities which may be charged for are regarded as 'optional extras'. These activities do not form part of the National Curriculum, or part of a syllabus for a prescribed public examination, or part of the school's basic curriculum for religious education. Charges will not exceed the actual cost of provision.

4.0 Families Qualifying For Remission or Help With Charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a subsidised charge at the discretion of the Headteacher. This remissions policy sets out the circumstances in which charges will be waived. Criteria for remission is based on those that qualify for the Pupil Premium.

5.0 Additional Considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- parents may be able to pay in instalments
- when an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

6.0 Voluntary contributions

All requests for contributions to school activities are voluntary with no obligation to make any contribution. There will be no discrimination against pupils for whom a contribution has not been received. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then the activity will be cancelled.

There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

7.0 Arrangements for Monitoring and Evaluation

The School Business Manager monitors charging and remissions and ensures these comply with this policy.

This policy will be reviewed every 3 years by the Executive Headteacher and approved by the Board.