



**Northern Lights**  
LEARNING TRUST

# Charging and Remissions Policy

<b>Review Date:</b>	<b>Summer 2020</b>
<b>Next review date:</b>	<b>Summer 2022</b>
<b>Person in charge:</b>	<b>Chief Finance Officer</b>
<b>Governance:</b>	<b>Chair of FARM</b>

The MAT Board recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits, residential visits and experiences of other environments, can make towards pupils' all round educational experience and their personal and social development.

## **Charging Policy**

Charging will be permitted for the following activities:

1. The full costs of board and lodging on residential visits.
2. The full costs associated with individual or small group tuition in the playing of a musical instrument, where there is parental choice, whether in or out of Academy time (in most cases the Academy subsidises such lessons).
3. The full costs of activities which take place wholly or mainly outside of Academy hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education. This includes Schoolz Out clubs and Out of Hours Care (Educare, Breakfast Club and After School Club).
4. The full costs of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours.
5. The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the Academy.
6. The full costs of entering a pupil for a prescribed public examination where the Local Governing Body has decided there are educational reasons for not entering the pupil.

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

*If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Local Academy Council may seek to recover the fee from the parent.*

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

7. The costs (full or partial at the Academy's discretion) of breakages caused by pupils. A charge is unlikely to be made for accidental breakage, unless the pupil was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the Academy.
8. The Academy will charge for early year's provision where additional to the core offering of 15 hours, (or 30 hours where eligibility criteria is met) which remains free of charge.
9. Wherever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

## **Remissions**

Parents who can prove they are in receipt of benefits and the school are in receipt of Pupil Premium funding for their child the Local Governing Body will remit in full the cost of board and lodging for:

1. Any residential activity that is organised for the pupil and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination
2. Any residential visits outside Academy time which are covered by the following criteria, where the education is provided:
  - To fulfil any requirements specified in the syllabus for a prescribed public examination;
  - Specifically to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Act;
  - The costs of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum;
  - Specifically to fulfil statutory duties relating to Religious Education.
3. The Local Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Local Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Local Governing Body.
4. Where the parent is also a member of staff within the trust the FARM committee will remit charges for the child's attendance in out of hours' childcare (i.e. Breakfast Club or After School Club) on the parents working days only. This is provided there are no waiting lists for the childcare from paying parents.

## **Insurance**

Any insurance costs will be included in charges made for trips or activities.

## **Voluntary contributions**

Nothing in this policy statement precludes the Trust from inviting parents to make voluntary contributions. The Trust wishes to make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received an activity or visit may be cancelled. Subsidies from various sources e.g. PTFA and other fundraising, will be considered to cover deficits for any activities or visits.

The following is a list of activities, organised by academies, which may require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums;
- Sporting activities;
- Outdoor adventure activities;
- Visits to or by a theatre company;

- Educational visits;
- Musical events;
- Transport.

### **Monitoring, Evaluation and Review**

The Trust will review this policy annually years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.

### **Appeal**

Any appeals against this policy will be through the Trust's complaints procedure.