Charging & Remissions Policy

For The Hawksmoor Learning Trust

	Signed:	Date:
Date adopted by Trustees:	on behalf The Hawksmoor Learning Trust	January 2022

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Objectives of a Charging and Remissions Policy

1. THLT is committed to providing quality education based on equality of opportunity, access and outcomes.
2. In practice, this means the children have an entitlement to benefit from all educational activities and to:
    - Participate fully in school curriculum.
    - Contribute to all aspects of school life and,
    - be valued as a partner in the process of education.
3. These objectives must inform educational activities, whether in or outside the school and are, therefore, integral to the process of charging for school activities and to the remission which is available to parents / guardians who are on low income.

Aims of a Charging and Remissions Policy

1. We aim to:
    a) make curriculum activities accessible to all children regardless of family income,
    b) encourage and promote external activities which;
        - give added value to the curriculum,
        - provide a process which allows curriculum activities to take place at a minimum cost to parents, pupils, and the school and,
    c) respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Factors to Consider when Charging for Curriculum Activities

1. The development of a range of curriculum activities forms part of the school's forward planning process and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities and includes a number of key factors:
    a) The value of certain curriculum activities in relation to age / needs of pupils.
    b) The cost of the activity set against their educational value.
    c) How the activity will be paid for.
    d) The appropriate process for raising funding.
    e) An assessment of whether the educational aims can be met any other way.
    f) An understanding of the various types of activities involved for example, curriculum visits, end of year trips.
    g) Reference to additional or hidden costs e.g., pocket money.
    h) An assessment of local facilities.

Education Out of Hours

1. Parents can be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum.
2. The Educational Reform Act 1988 described activities, which can be charged for as "optional extras".

Optional Extras

a) Charges may be made for some activities that are known as 'optional extras'.
b) Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Residential Visits

1. THLT will charge for board and lodging on residential visits; the charge will not exceed the actual cost.
2. Parents may have the right to claim free board and lodging if they are in receipt of any of the following state benefits:

    a) Income Support.
    Income-based Jobseeker's Allowance.
    b) Income-related Employment and Support Allowance.
    c) Support under Part VI of the Immigration and Asylum Act 1999.
    d) The guaranteed element of Pension Credit.
    e) Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,480).
    f) Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
    g) Universal Credit - if you apply on or after 1 Apr 18 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Activities Outside School Hours

1. THLT will charge the full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

Charging for Documentation

1. THLT follows the Statutory Instrument 2012 No 1124, Education England requirements.
2. A charge will be applied for:

    a) photocopying school policies not published on the school website and
    b) additional copies of pupil documentation.

Remission Policy

1. To ensure access to activities becomes a reality and that outcomes reflect intentions, THLT applies the following Remissions Policy.

    The fundamental aim of this policy is to ensure that all pupils gain fully from everything that school is able to offer them and takes into account the very real difficulties, which families on low income have, in meeting costs of activities for their children.

Remissions

1. There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities.
2. Pupils will not be treated differently whether or not their parents have made a contribution.
3. The Trust may wish to remit in full or in part the cost of other activities for particular groups of parents e.g., in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The CEO in consultation with the Chair will make authorisation for such remission.

Voluntary Contributions

1. Voluntary contributions may be requested from parents to cover the cost of the following: cost of materials, bus fares, coach fares, entrance fees, workshop fees etc.
2. In each financial year curriculum trips will be subsidised in each school; the Trust will agree the school's curriculum subsidy when considering conceptual trip proposals.
3. Costs of curriculum trips are to be calculated by each School working with the Trust Finance Officer (TFO).
4. Each school will then submit a costed proposal to the CEO.
5. The costed proposal must include items such as: a breakdown of transport costs, entry fees, discounts, replacement staff costs, parental helpers' costs, and the minimum number of pupils to make the trip financially viable.
6. The Trust will consider a request for a subsidy to reduce the cost of the trip to all pupils, hence reducing the parental contribution.
7. The curriculum subsidy will be agreed by the CEO & the Chair of the Trust to ensure that;
    a) all curriculum trips over the year are subsidised and,
    b) a calculation of the minimum number of parental contributions can be calculated.
8. If there are insufficient voluntary contributions for the trip to be viable, the educational visit may be cancelled.
9. Parents who are experiencing financial hardship can apply to the headteacher to pay;
    a) a reduced contribution,
    b) in instalments or
    c) no contribution.

End of Year Trips

1. The end of year trips that are not curriculum related will be charged in full, for parents who do not wish to pay, the children will not be able to attend.

Requests for Paper Copies

1. If a parent requests a paper copy of the information on the school website, this is provided free of charge.