



CHARGING AND REMISSIONS POLICY

Rationale

The David Ross Education Trust (the Trust) academies are mindful that while some of their activities depend on parental contributions to enable them to take place, a reasonable balance needs to be struck to ensure that no child is prevented from gaining access to a service or activity on the grounds that they or their parents and carers are unable to afford it.

Principles

Charging will be permitted for the following activities:

- The full cost of board and lodging on residential visit
- The full costs associated with individual tuition in the playing of a musical instrument, whether in or out of academy time
- The full costs of activities which take place wholly or mainly outside academy hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required to fulfil statutory duties related to the National Curriculum
- The full costs of entering a student for a public examination not prescribed in regulations and for preparing students for such an examination outside academy hours
- The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the academy
- Where the Local Governing Body has paid or is liable to pay a fee in respect of the entry of a registered pupil for a public examination and the pupil fails without good reason to meet any examination requirement for that syllabus, the Local Governing Body may recover that amount from the pupil's parent/carers. It shall be for the Local Governing Body to determine what constitutes a good reason for this purpose (Section 453, Education Act 1996).
- The cost of ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product

Remissions

A: Those in receipt of benefits

Remission of charges for parents and carers whose children are eligible for free school meals shall cover:

- The full cost of board and lodging on residential visits in academy time
- The full cost of board and lodging on residential visits outside academy time which are covered by the following criteria:
 - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
 - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Act
- A proportion of the costs associated with individual tuition of the playing of a musical instrument, whether in or out of academy hours. There may be occasions where two or three students receive additional music lessons together at a reduced cost



- A proportion of the cost of the academy uniform

B: General Remission

- The cost 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.
- The full cost of entering a student for a prescribed public examination, where the Principal has decided there are educational reasons for not entering the student, will be remitted should the student gain a pass grade in the said examination

Skegness Grammar School Residential Boarding Fees

The Academy can charge for board and lodging but cannot charge more than the actual cost to the Academy of providing this facility. In accordance with the Academies Act 2010 where a registered pupil at the Academy is provided with board and lodging at the Academy, the Local Authority may in certain circumstances pay the whole or part of the board and lodging fees.

Where the Local Authority is satisfied that education suitable to the pupil's age, ability and aptitude, and to any special educational needs the pupil may have, cannot otherwise be provided for the pupil, the Local Authority must pay the full amount of the charges in respect of the board and lodging to the proprietor of the Academy.

Where the Local Authority is satisfied that payment of the full amount of the charges in respect of the board and lodging would involve financial hardship to the pupil's parent, the Local Authority must pay to the proprietor of the Academy so much of the charges in respect of the board and lodging as, in the opinion of the authority, is needed to avoid financial hardship to the pupil's parent.

The David Ross Education Trust will remit the charges that would otherwise be payable by the pupil's parent, to the extent that it receives payment from the local authority in respect of those charges

Voluntary Contributions

There will be some trips and activities for which an academy is not permitted to charge and the costs of which the academy cannot meet out of its usual funds. In this case the academy will ask for voluntary contributions.

No student will be excluded from the trip or activity or treated any differently because they do not make a contribution. However, if insufficient contributions are received, it may be that the activity or trip cannot take place.

Accountability

Academy Principals hold delegated responsibility for discharging the sound application of all Trust policies.



In accordance with the Trusts terms of reference, the Chief Executive Officer has delegated responsibility for direct line management of Academy Principals and day to day oversight of the Local Governing Body of each Academy.

Academy Principals should inform the CEO of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy promptly, preferably prior to action being taken insofar as is reasonably practicable.

Policy Status

This policy does not form part of any employee's contract of employment.

The Trust may alter or adapt this Policy, and any components of it, at any time provided it notifies the Chairs of the Local Governing Bodies.



Appendix 1 Sample letters

A letter should be sent to parents/carers when it is intended :

1. To organise any activity in or out of academy hours where costs are involved
2. To recover the costs of ingredients or materials for practical lessons
3. To make charges for musical activities, for tuition or hire of instruments
4. To recover examination fees

Sample letter A - Voluntary donation for Trip/Visit/Practical Activity

Dear Parents,

[child's name/year/subject]

The academy is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**.

[Paragraph explaining activities and how they fit curriculum etc)].

In order to finance this trip we ask that parents and/or carers make a voluntary contribution of **[amount]** per pupil. There is no obligation to make a contribution and if you choose not to your child will not be treated any differently. However, should we not get enough contributions to cover the costs of the trip then we may have to cancel the trip/visit/practical activity. We very much hope that you are able to contribute.

[details of how to make contributions]

Yours sincerely

[name]



Sample letter B - Residential Trips

Dear Parents,

[child's name/year/subject]

The school is organising a Residential Trip to **[place]** on **[date(s)]**.

[Paragraphs explaining how/why residential is of benefit etc].

There is a charge of **[amount]** to cover the costs **of [details of what charge covers in line with section 2 above]** . Parents facing financial difficulties may be entitled to reduced costs. If you wish to apply for reduced costs on grounds of financial difficulties please use the form below. All applications are considered by the Head Teacher/Principal.

[details of how to make payments]

[details of how to apply for remission]

[details of deadline for remission application]

Yours sincerely

[name]