

# North Norfolk Academy Trust

## Charging and Remissions Policy



North  
Norfolk  
**Academy  
Trust**



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**Owner: Chief Executive Officer**

**Lead: Chief Financial Officer**

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## **CHARGING AND REMISSIONS POLICY 2018**

North Norfolk Academy Trust is a multi-academy trust which comprises Sheringham High School, Antingham and Southrepps Primary School, Gresham Village School and Nursery and Stalham High School. Other academy schools will be incorporated over time. All references to 'the school' or to 'the Trust' refer to North Norfolk Academy Trust and its constituent schools.

### **1. Introduction**

The Board of Trustees acknowledge the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost. The Trustees also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities

### **2. The legal position**

In general, no charge can be made for admitting students to maintained schools. The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained schools was first set out in the Education Reform Act 1988. Guidance came in the Circular 2/89, Education Reform Act 1988: Charges for School Activities.

The Circular explains that no charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the national curriculum programme out-of-school hours;
- for statutory religious education; and
- for a prescribed public examination prepared for by the school.

### **3. Examinations**

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the student, without good reason, fails to attend or meet the requirements of the examination (e.g. fails to submit coursework) where the Board of Trustees originally paid or agreed to pay the entry fee. An examination entry fee may also be charged to parents if:-

- the examination is on the set list, but the student was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the student to take it.

### **4. Admission**

No charge can be made in connection with admission to a maintained school.

### **5. Finished products**

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in Design Technology, Art or Food lessons) a charge can be made at cost price. The parents must know the charge for the product in advance.

## **6. Board and Lodging**

A charge can be made for board and lodging on residential educational visits/activities but parents who qualify for prescribed benefits and allowances are entitled to a remission of the charges. Guidance on how to check the eligibility (for remission of charges) of children whose families receive tax credits can be accessed via the DfE website at <http://www.education.gov.uk>

## **7. Transport**

Transport to and from home to any activity not provided by, but permitted by, the school can be charged for (the main example is work experience).

## **8. Voluntary contributions**

Parents may volunteer to pay for any educational activity. The school may request voluntary contributions for any visits/activities both inside and outside school time. However, NO student may be excluded from the activity for not having paid the contribution. The Headteacher, Head of School, Local Governing Body or the Board of Trustees may ask parents for a voluntary contribution towards the cost of:-

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then regretfully the activity will be cancelled.

## **9. Permitted charges**

The following are permitted charges:-

- charges for board and lodging on trips;
- costs of lost and destroyed school property and breakages;
- any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (unless it is provided as part of a syllabus for a prescribed public examination or is required by the national curriculum);
- the cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision and parents must agree to their child receiving the optional extra;
- the cost of entering a student for a public examination not prescribed in regulations and the cost for preparing the student for such an examination out of school hours; and
- re-sits of prescribed public examinations where no further preparation has been provided by the school. In all cases where a permitted charge is likely to be made the parents must be told the amount in advance.

## **10. Activities partly during school hours**

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours, is deemed to be in or out of school time, the 50% rule is applied:-

- non-residential activities: if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for; and
- residential activities: the number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a student would spend on a normal school day, the activity is deemed to take place outside school hours and vice-versa. Travelling time is included in the time spent on the activity.
- When a departure or return time splits a half-day then all of the half-day counts if more than 50% of the half-day is used for the activity.

### **11. School policy**

The law allows Governing Bodies and Trust Boards to charge only for the defined activities if they have first made a policy on charging and remissions.

Parents will be made aware of this Policy via the School websites. This requirement is set out in the School Prospectus.

### **12. Third parties**

The Trust is permitted to charge for the provision of educational services by a third party but schools must ensure that the monies are paid directly to the third party organisation. In such cases, if the activity is in school time, the school has to formally grant leave of absence to the students taking part as the activity would no longer technically be part of the school's official programme.

It is likely, too, that any staff taking part in the activity would also have to be granted leave of absence. The Headteacher or Head of school must consider carefully the position of accompanying staff, depending on the precise nature and duration of the visit.

### **13. The Trustees' Charging Policy**

The Board of Trustees reserves the right to make a charge in the following circumstances for activities organised by the schools or the Trust:-

#### Practical subjects

Where parents have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the materials used by the student.

#### Residential trips

For the board and lodging element of approved residential activities deemed to take place in school hours, the cost will not exceed the actual cost of the provision. Prior written confirmation from the parent will be obtained that he/she is willing to pay the charge.

#### Activities outside school hours

The full cost to each student of all approved activities deemed to be optional extras taking place outside school hours will be charged.

### **14. Voluntary contributions**

The Board of Trustees reserves the right to ask parents for a voluntary contribution towards the cost of:-

- any activity which takes place during school hours;
- school equipment; and

- school funds generally.

Parents may be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

#### **15. Private use of facilities**

Private use of the telephone and photocopying facilities by students is not permitted. On the rare occasion that a private telephone call is made, it is deemed to be an emergency and no charge is made.

#### **16. Remissions**

Parents of students who have free school meals entitlement, may also be entitled to the remission of charges. When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part.

The Headteacher or Head of School will make authorisation for such remission.

#### **17. Equal opportunities**

The Headteacher or Head of School will ensure that the Trust's Single Equality scheme is observed in implementing this Policy.

#### **18. Responsibilities**

The Board of Trustees is responsible for making and reviewing the Policy.

Chief Financial Officer is responsible for the implementation of the Policy ensuring that staff, parents and students know the details, as appropriate.

Other staff may be responsible for implementing the Policy as part of their overall responsibilities (e.g., the educational visits co-ordinator, or Heads of Department).

#### **19. Monitoring and review**

The Chief Financial Officer will report on the Policy to the Chief Executive Officer as appropriate.

The Chief Executive Officer will report to the Board of Trustees on any relevant aspects of the working of the Policy as appropriate. The Board of Trustees will review the policy every three years.