



CHARGING AND REMISSIONS POLICY

(This CSET Policy applies to all schools within CSET)

DATE ADOPTED BY THE BOARD	September 2015
REVIEW FREQUENCY	Bi-annually
BOARD REVIEW DUE	September 2019
AUTHOR	CSET Head of Operations and Compliance
FUTURE REVIEWERS	CSET Head of Finance and Business Management
STATUTORY REQUIREMENT	YES

AMENDMENTS	SUMMARY OF AMENDMENT	DATE
1 st amendment approved by the Board	Technical updates	Sep 2017
2 nd amendment approved by the Board	Policy review	Sep 2017

CASTLE SCHOOL EDUCATION TRUST

CHARGES AND REMISSIONS POLICY

INTRODUCTION

One element of the 1988 Education Reform Act concerns the practice of charging for school related activities, and Local Authorities, Trusts and school Governing Bodies are required to draw up Policy statements. Information comes from the Department of Education and Science (DES) in the form of Circulars and the relevant Circular (Number 2/89) is available in school for inspection.

The Board of Directors of CSET has established this policy covering all of its schools as set out below:

POLICY STATEMENT

1. During School Hours

Parents/carers may be expected to pay for:

- i) Individual music tuition except where it is provided:
 - a) to fulfil any mandatory requirement specified in the syllabus for a prescribed public examination; or
 - b) Specifically to fulfil statutory duties relating to the National Curriculum.
- ii) The cost of transport direct from home to an activity sanctioned, though not provided by the school, such as work experience.
- iii) The cost of ingredients or materials if parents/carers have indicated in advance that they wish to own the finished product.
- iv) Activities arranged by a third party providing:
 - a) parents seek leave of absence for their children to participate in accordance with school regulations;
 - b) the governors of the school are not involved in the transaction;
 - c) charges are made direct by the third party to parents/carers;
 - d) parents/carers and staff released for the activity could be justified given the need to meet the statutory requirements of the Academy curriculum in respect of students participating and those remaining in school

2. Outside School Hours

Charges may be made for 'Optional Extras' defined as:-

- i) falling wholly or mainly outside of school hours
- ii) activities not provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed examination; or
- b) specifically to fulfil statutory duties relating to the National Curriculum; or
- c) specifically to fulfil statutory duties relating to religious education;

providing participation on the optional extra activity is on the basis of parental choice and a willingness to meet the charges

NOTE: The terms of 2ii) above do not prohibit charging for board and lodging except where parents/carers receive financial assistance and are able to provide one of the following:

- A letter no more than three months old from Jobcentre Plus confirming receipt of Income Support, Job Seeker's Allowance (Income Based) or income-related Employment & Support Allowance.
- A TC602 – renewal notice for the current tax year.
- A Pension Credit M1000 Award Notice showing receipt of the 'Guaranteed element' of Pension Credit.
- A letter from the National Asylum Support Service (NASS) confirming receipt of support under Part VI of the Immigration and Asylum Act 1999.

The charges may include an element for:-

- a) a student's travel cost;
- b) a student's board and lodging costs, except where the parents/carers are in receipt of financial assistance and are able to provide one of the documents mentioned in 2 above, and the activity falls within 2ii) above;
- c) materials, books, instruments and other equipment;
- d) non-teaching staff costs;
- e) entrance fees to museums, castles, theatres, etc.,
- f) insurance costs;
- g) the engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodgings, providing that if they are employed by Castle School Education Trust, they are:
 - i) employed to provide individual music tuition; or
 - ii) engaged on a separate contract for services to provide the optional extra
- h) An element of supply work.

3. Remissions Policy

A CSET Academy will consider (on application) complete remission of board and lodging charges to students whose parents/carers receive financial assistance and can provide one of the documents mentioned in 2 above, if an activity takes place during school hours; or is out of school hours but covered by requirements relating to prescribed examinations syllabuses, or duties relating to the National Curriculum, or duties to Religious Education.

In addition, at the Headteacher's discretion, the Hardship Fund may be used on receipt of proof of financial assistance in the form of one of the documents mentioned in 2 above, up to a limit of £150 per activity, towards the cost of day or residential visits.

4. Voluntary Contributions

A school may seek voluntary contributions from parents/carers including a subsidy for low income families and the cost of travel for accompanying teachers for some school activities.

When such a request is made, the school will make clear by letter that:-

- i) such contributions are genuinely voluntary;
- ii) students will not be treated differently according to whether parents/carers have or have not made a contribution;
- iii) parents/carers are informed of the level of contribution and whether the activity could take place if parents/carers were reluctant to support it.