



Fioretti Trust

Name of Policy

Charging and Remissions Policy

<u>Charging & Remissions Policy</u>	<u>Written By</u>	<u>Committee Responsible</u>	<u>Regularity of review</u>	STATUTORY	
<u>Version</u>	<u>Date Proposed</u>	<u>Date Accepted</u>	<u>Date of next review</u>	<u>Signature (Chair of Trust)</u>	<u>Reason for revision</u>
	Claire Grainger	Trust Board or FAR committee	Annual; or more frequent if required		
Version 0.01	24 th March 2020	31 st March 2020	Spring Term 2021	<i>G. Allen</i> Ink signature on the original document	March 2020: Policy updated to reflect that the Trust Board has accountability for a consistent approach across all schools in the trust.
0.02	9 th March 2021	16 th March 2021	Spring Term 2022	<i>F. Randell</i> Ink signature on the original document	Annual review. No amendments
0.03	20 th September 2022	27 th September 2022	September 2023		Annual review. No amendments
0.04	19 th September 2023	26 th September 2023	September 2024		Annual review. Change to clause 4 - Bursary Fund. To reflect not all schools have such a fund.

Fioretti Trust

“After a long time the master came home. He asked the servants what they did with his money.

Matthew 25: 19

Introduction

Fioretti Trust is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children across the Trust 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 a valued partner in the process of education.

These objectives must be seen to 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. We aim:-

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

The development of a range of 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.

It includes a number of key factors:-

- The value of certain activities in relation to age/needs of pupils;
- The cost of activity set against their educational value;
- How the activity will be paid for;
- The appropriate process for raising funding;
- An assessment of whether the educational aims can be met in any other way;
- An understanding of the various types of activities involved – for example, education visits, music tuition, materials for practical work;
- An assessment of local facilities.

This policy has been drawn up in accordance with the Education Act 1996, Sections 449-462 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities which also applies to Fioretti Trust, as set out in our Funding Agreement with the Secretary of State.

1. Legislation – Education During School Hours

The DfE in its guidance to school governors states that “education provided during school hours must be free”. The definition of “education” includes materials, equipment and transport provided in school hours by the LEA or the school to carry pupils between the school and an activity. It goes on to advise that “although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions. The essential point is that no pupil may be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

2. Voluntary Contributions

Requests to parents/carers for voluntary contributions will state that:

- There is no legal obligation to make a voluntary contribution

- Pupils will not be excluded through pupils inability or unwillingness to pay
- Pupils of parents/carers who cannot contribute will not be treated any differently
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling to unable to pay the full charge.

3. **Optional Extras:**

Charges may be made for other activities known as “Optional Extras”. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments or equipment as follows:

Education Outside School Hours

Activities that take place mainly or wholly out of school time if they are not part of the entitlement curriculum, not part of a syllabus for a prescribed public examination that the pupils are being prepared for at the academy and not part of religious education.

Materials used in practical subjects and projects provided parents have agreed in advance that they or the pupil wish to keep the finished product eg. Ingredients or materials.

Music Tuition

Musical instrument tuition provided to individual pupils or to a group if the teaching of music tuition is not part of the entitlement curriculum.

Transport

Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.

Board and Lodgings

The cost of board and lodging for residential trips, even when taking place largely during school time. (Pupils who are in receipt of certain benefits are exempt from paying the cost of board and lodging.)

Extended Schools

Extended day services offered to pupils, for example before or after school clubs, homework clubs. Additional Nursery sessions, over and above the free entitlement provided by the school.

Breakages and Damage

Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the academy's discretion.

Insurance

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

4. Remissions Policy

To ensure access to activities and their outcomes meet the desired intentions, Fioretti Trust will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which, people on low income have in meeting the costs of educational activities for their children. Parents whose children are eligible for free school meals will be exempt from paying the cost of board and lodging of a residential trip. This exemption, including how receiving certain state benefits will automatically qualify for remission will be reiterated in any correspondence regarding a residential trip.

Where a Bursary Fund of the Local Governing Body is available, this is for the Headteacher to use to support children in activities and visits by providing financial support. Anyone requiring financial assistance should write to the Chair of Governors explaining their circumstances, including how much they are able to contribute towards the activity or visit. The Chair of Governors will consider the request and direct the Headteacher accordingly. This function is delegated to local governing boards who will exercise their discretion in each case.

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals and Pupil Premium. This will be accomplished by developing methods of collecting voluntary charges and school funds via an appointed person, possibly the Office Manager, rather than in the classroom; by annualised or term time single payments to the school at the start of each term.

5. Informing Parents

Fioretti Trust will follow the DfE Guidelines which states that "The LEA or governing body may not charge for anything unless it has drawn up a statement of General Policy on Charging. A Policy Statement will take account of each type of activity that can be charged for, and explain when charges will be made. Parents & carers need to know how the charges will be worked out and who might qualify for help with the costs (or even get it free).

"If a charge is made for each pupil, this should not exceed the actual costs. If further funds need to be raised, this must be by voluntary contributions or general fund raising."

6. Implementation

Planning, as a part of the process of budget building is essential to developing a charging policy at each school in the Trust, which recognises equality of access. Each school will endeavour to produce a programme of activities based on a clear set of priorities identified by the school and taking into consideration the projected number of children (including known remissions), cost per head and a breakdown of transportation costs, entry fees, discounts, teacher costs etc.,

Such a process however, should not inhibit flexibility and the capacity of the school to take advantage of opportunities which arise during the course of the year.

This policy will be reviewed annually.

END OF POLICY