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# Charging and Remissions Policy

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This policy has been adopted by the Board of Directors of Pathfinder Multi Academy Trust and is applicable across all schools that make up the Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Committee and the Headteacher of each school that is part of Pathfinder Multi Academy Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Committee this has been made clear within the wording of the policy.

This policy will be reviewed formally by the MAT Board of Directors in line with the agreed timetable for policy review or sooner as events or legislation changes require.

Date Adopted: **October 2020**

Date for Review: **October 2021**

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## Introduction

Pathfinder Multi Academy Trust recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Trust aims to promote and provide such activities both as part of a broad and balanced curriculum for all pupils and as additional optional activities. However, due to the limited funds, the Trust reserves the right to make a charge in the following circumstances for activities organised by its academies.

The policy will be reviewed on an annual basis by the Trust's Finance and Resources committee and will be adjusted in line with any subsequent guidelines from the DfE.

## Aims

This policy sets out Pathfinder MAT's attitude towards charging and remissions, describes each activity that will be charged for and explains when charges or remissions will be made.

## Principles

We endorse the principles on charging and remissions within the 1996 Education Act and DfE guidelines.

The policy is intended to comply with the provisions of the Education Act 1996 (which can be viewed at <http://www.legislation.gov.uk/ukpga/1996/56/contents>)

We accordingly recognise that the education that takes place within school hours, and that forms part of a prescribed examination syllabus or is required to fulfil National Curriculum requirements, will be offered free of charge. School hours are those when the academy is actually in session and do not include the break in the middle of the school day.

An academy may invite parents and others from time to time to make a voluntary contribution towards any part of the academy's work, and to permit the provision of activities which might not otherwise be possible. Planned activities may be cancelled if financial support is not forthcoming.

No pupil will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution.

## Practice

### 1 Voluntary contributions

The academy may ask parents to provide a voluntary contribution towards the cost of any activity out of the academy which takes place during school hours. Pupils of parents unable or unwilling to contribute will not be discriminated against. However, if there are insufficient voluntary contributions the visit may be cancelled due to budgetary constraints.

### 2 Residential visits

2.1 Where the visit occurs during or mainly within school hours:

- There will be a charge for board and lodging. However, there may be support for pupils whose parents are in receipt of Income Support or who are eligible for free school meals.
- Voluntary contributions will be invited to cover other costs associated with the visit such as transport or admission charges. Such contributions may include a contribution towards supervisory staff and other unsupported students.

2.2 Where the visit occurs mainly outside school hours:

- If related to a prescribed examination course or the National Curriculum or religious statutory duties, there will be a charge for board and lodging and transport. However, there may be support for pupils whose parents are in receipt of Income Support or who are eligible for free school meals.

2.3 If not examination or curriculum related, an economic charge will be made for all costs. The Local Governing Committee will consider applications from parents unable to meet the total cost.

### 3 Tuition for musical instruments

This provision is charged independently to pupils.

### 4 Examination fees (secondary schools only)

A charge will be made if a pupil wishes to enter for a public examination which is not prescribed by the academy. In addition, pupils who have failed to meet the academy's entry criteria but still wish to be entered for a prescribed examination may be asked to pay entry fees, which are returnable on the achievement of a graded result. The academy reserves the right to charge pupils when an exam is retaken. Where sixth form students choose to re-sit an exam, then they will be liable to pay the full amount of the re-sit exam fee.

### 5 Ingredients/materials/equipment for practical subjects

The Local Governing Committee reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be

provided or receive a voluntary contribution, if the parents have indicated in advance that they wish to own the 'finished product'.

## **6 Broken equipment (replacement)**

The Local Governing Committee will allow the Headteacher to ask pupils and/or their parents to contribute towards the cost of replacement item where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment.

## **7 Remissions**

The Local Governing Committee may remit in full or in part the cost of any activity for particular groups of parents, for example, 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. Authorisation for such remission will be made by a member of the Senior Leadership team, in consultation.

## **8 School minibus**

No charges will be made to pupils transported in a School Minibus, for whatever activity and whether this is during or out of school hours.