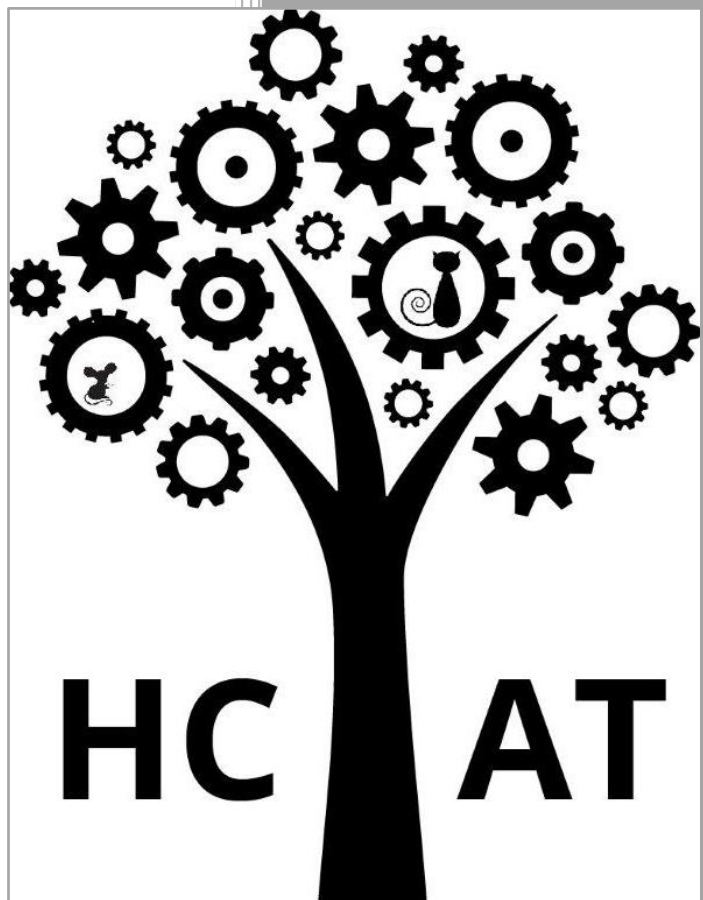


HCAT

Charging and Remissions Policy

2019



HCAT CHARGING AND REMISSIONS POLICY

The Trust is committed to the general principle of free education and recognises the valuable contribution that a wide range of activities, including visits and residential experiences, can make towards all aspects of pupils' education. It also believes that all our pupils should have an equal opportunity to benefit from academy activities and visits (curricular and extracurricular) independent of their parent's financial means.

The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

The 1996 Education Act requires all Academies and Schools to have a policy on charging and remissions for activities, which will be kept under regular review.

The policy identifies activities for which:

- Voluntary contributions may be requested.
- Charges will be not be made.
- Charges will be made.
- Charges may be waived.

1. Voluntary Contributions

Separately from the matter of charging, academies may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

- If the activity cannot be funded without voluntary contributions, the Local Governing Body or Head of School will make this clear to parents from the outset.
- No child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- If insufficient contributions are received, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

2. No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

- Education provided outside school hours, if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside of school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip

3. Activities for which charges may be made:

- Activities out of school hours

Non-residential activities (other than those listed in 2 above) which take place outside school hours.

- Residential activities

Board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits may not be charged for board and lodging costs.

- Music Tuition

Music Tuition for individuals or groups of up to four pupils.

- After School Activities run by a third party provider.

The following may help parents by informing what may/may not be charged for:

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made. Activities which can be charged for are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them.	For example, a clay model and a charge to cover the cost of the clay.	School fundraising, Pupil Premium and other budgets may be able to support identified families.
Charges will/may be made for music tuition.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is	Additional funding through the Pupil Premium may be made available.

	an optional extra for an individual pupil or groups of up to four pupils.	
Charges will be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost.	Funding may be available from Outdoor Education Service or from Pupil Premium funding for families who claim free school meals. We can also support families with twins/ other multiple births. Also local charities may be approached by the school to support with funding.
Activities taking place before school e.g. Sport activities provided by external sports providers.	The charge will not exceed the actual cost.	Funding may be available from Pupil Premium funding for families who receive free school meals or service families.

4. Remissions

In order to remove financial barriers from disadvantaged pupils, the Board of Trustees has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.