

The Russett Learning Trust

Charging and remissions policy

This policy was approved by Trustees on 13th January 2022

Peter Gough, Chair of Trustees

This policy will be reviewed annually on or before 12th January 2023

1 Admissions

The Trust **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable) as any part its admissions process.

2 Education provided during school hours

Subject to the limited exceptions outlined in this policy, the Trust **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

3 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by any academy within the Trust or part of religious education.

4 School meals

4.1 The Trust **does not** charge for school meals where the pupil is eligible for free school meals or infant free school meals.

4.2 Pupils who are not entitled to free school meals **will** be charged.

5 Transport

The Trust **does not** charge for:

- transporting pupils to or from any of the Trust's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport provided in connection with an educational visit

6 Residential visits

6.1 The Trust **does not** charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place 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 by the academy or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

The Trust **will** charge for:

- Board and lodging but the charge must not exceed the actual cost.

7 Optional extras

Charges may be made for some activities that are known as “optional extras”.

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of Academy time that is:
 - a) not part of the National Curriculum;
 - b) not part of a syllabus for a prescribed public examination that the pupil is being prepared for by any academy within the Trust;
 - c) not part of religious education.
- Examination/course entry fee(s) if the registered pupil/student has not been prepared for the examination(s) by any academy within the Trust.
- Transport other than that which is required to take the pupil/student to the academy at which the pupil/student is registered or to other premises where it has been arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.

The cost of optional extras may include:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing an instrument where the tuition is an optional extra.

It is the expectation that normally parents/carers will contribute at least 75% of the costs which are deemed ‘optional extras’ excluding any recommended subsistence costs. Normally parents/carers will be expected to provide any food and drinks for pupils/students on a day trip. The Academy should make suitable arrangements for those pupils entitled to a free school meal.

Any charge made in respect of individual pupils/students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils/students participating. It will not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during Academy hours the charge cannot include the cost of alternative provision for those pupils/students who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from an academy accompanying pupils/students on a residential visit.

Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

The Executive Headteacher will recommend any remissions to the Optional Extras policy based on any exceptional case.

8 Voluntary contributions

- 8.1 Voluntary contributions may be sought from parents/carers in respect of academy activities including non-curricular off-site visits.
- 8.2 The academy may ask parent/carers for voluntary contributions for the benefit of the academy or any of its activities
- 8.3 Where it is intended that an activity is to be funded by voluntary contributions, the Executive Headteacher will ensure that parents/ carers are made aware at the outset that:
- The activity can cannot be funded without voluntary contributions
 - There is not obligation to make any contribution
 - If insufficient voluntary contributions are raised from the activity and the academy is unable to fund it from some other source, then the activity with be cancelled

No pupil will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. Pupils whose parents/ carers are unwilling/ unable to pay will still be given an equal chance to participate in the activity

9 Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

10 Approving Educational Visits

It is the Executive Headteacher responsibility to approve all educational visits through EVOLVE. However, in the following circumstances the Executive Headteacher must discuss proposed visits with the Local Governing Committee and secure their approval:

- any trip involving foreign travel
- any trip requiring a parental contribution exceeding £100
- any trip requiring an Academy contribution exceeding £100 per student
- any non-curricular trip where at least 75% of the total cost, not including recommended subsistence, is not met by parental contribution
- any trip which is likely to lead to public interest.

11 Complaints

Complaints regarding this policy or its application should be raised under the Trust's usual complaints procedure.

Approved