



Uffculme Academy Trust
Uffculme School and Uffculme Primary School

Charging and Remissions Policy

January 2016

Approved by The Finance, Audit & Premises Committee on:

19th January 2016

Next review date January 2019

Introduction

The law requires that education during normal school hours and the examination of students in accordance with the National Curriculum is provided free of charge. The Multi Academy Trust board recognises the valuable contribution that the wider range of additional activities, including trips, clubs and residential experiences can make towards students' education and reserves the right to charge parents in accordance with the provisions of the Education Act 1996.

Aim

Uffculme Academy Trust aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of their schools and as additional optional extras.

Charges

Except where students are entitled to statutory remission, schools within the Trust reserve the right to make a charge in the following circumstances for activities organised by the schools:

- **School activities in school hours:** For the board and lodging element of approved residential activities deemed to take place in school hours.
- **Activities outside school hours:** For the full cost to each student of all approved activities deemed to be optional extras (Appendix 1) taking place wholly or mainly outside school hours as permitted by the Education Act 1996.
- **Individual Instrument Tuition:** For the cost to the student (individually or in a group of up to four) of providing any instrumental tuition not part of the prescribed Public Examination System.
- **Charging in Kind:** For the cost of materials, ingredients or equipment provided by parents in subjects such as: Food technology, textiles, art /craft and resistant materials.
- **Acts of vandalism and negligence:** the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student

No charge will be made in respect of books, materials, equipment, instruments or incidental transport provided in connection with The National Curriculum, statutory religious education or in preparation for prescribed public examination or courses taught at school. There is an exception where parents have indicated in advance that they wish to own the finished product.

NB: Travelling expenses from home to work experience placements will be met by parents/carers.

Examinations

Schools within the Trust will ONLY charge for examination entries in the following circumstances:

- the school has not prepared students for the examination in the year for which the entry is made
- the examination is not on the set list but the school arranged for the student to take it
- a student has failed, for no good reason, to complete the requirements of the examination course or to attend the examination

Remissions

Where the parents/carers of a student are in receipt of

- Income Support
- Income Based Job Seekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the threshold published by the DfES
- Guarantee element of State Pension Credit
- Income related Employment and Support Allowance

the Trust will offer to remit in full the cost of board and lodging for any residential activity which: is deemed to take place in school hours; forms part of the syllabus for the National Curriculum or is a requirement of a prescribed examination.

Damage to school property

The Governing body will seek payment from parents for damage to or loss of school property caused wilfully or negligently by their child.

Subsidy

The school will subsidise certain activities to a limited extent as funding allows. This is at the discretion of the Head-teacher.

A.E Wood Trust

The school operates a charitable trust whose purpose is to support students financially to allow them to take part in chargeable activities. Parents can apply for support from the Trust using a form available from the Finance Office

Delegation

The Headteacher, in consultation with the Local Governing Body, will determine any individual case arising from the implementation of this policy.

Uffculme Academy Trust may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes schools from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. In no case will the charge for each student exceed the actual cost (eg to subsidise hardship cases, or general fund-raising). Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded or treated differently by reason of inability to make a voluntary contribution.

Appendix 1

Optional Extras

Charges may be made for some activities that are known as “optional extras” and include:-

- Education provided outside of Academy time that is not:
 - part of the National Curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy;
 - part of religious education.
- Examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the Academy;
- Transport that is not required to take the pupil to Academy, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- Board and lodging for a pupil on a residential trip;
- Any materials, books, instruments, or equipment provided in connection with the optional extra.
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

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

Participation in any optional extra activity will be on the basis of 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.