

# Eastwood Park Academy Trust

EPAT

Believe Succeed Together

## Charging and Remissions Policy

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## Contents

1.0 Introduction.....	3
2.0 Charging.....	3
2.1 Exemptions.....	3
2.2 Charges.....	3
2.3 Voluntary Contributions.....	4
2.4 Remissions.....	4
2.5 Refunds .....	4
Appendix 1 - Summary .....	5

## **1.0 Introduction**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **2.0 Charging**

### **2.1 Exemptions**

The Trust recognises that legislation, specifically the Education Act 1996, prohibits charges for the following:

- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside academy 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 academy, or part of religious education.
- Tuition for pupils learning to play musical instruments, 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 academy, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the academy.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy.
- Education provided on any trip that takes place during academy hours.
- Education provided on any trip that takes place outside academy 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 academy, or part of religious education.
- Transporting registered pupils to or from the academy's premises, where the LA has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the academy has arranged for pupils to be educated.
- Transport provided in connection with an educational trip.
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the academy.
- Supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a residential trip.

### **2.2 Charges**

The Trust can charge for the following:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Materials/ingredients for subjects such as DT or Food Technology where parents have indicated in advance that they would like their child to bring home the finished product.
- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual pupil of activities wholly or mainly outside academy hours ('optional extras') to meet the costs for: travel; materials and equipment; non-teaching staff costs; entrance/activity fees; and insurance.

- Individual tuition in the playing of a musical instrument.
- Re-sits for public examinations where no further preparation has been provided by the academy
- Costs of non-prescribed examinations where no further preparation has been provided by the academy.
- Any other education, transport or examination fee, unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.

### **2.3 Voluntary Contributions**

Parents may be invited to make a voluntary contribution towards the following:

- Activities within a curriculum area.
- Support education trips and visits.
- Associated travel costs.

In requesting a voluntary contribution, the following will be made clear to parents:

- The contribution is genuinely voluntary and a parent is under no obligation to pay.
- Registered pupils at the academy will not be treated differently according to whether or not their parents have made any contribution.
- If insufficient voluntary contributions are received, the academy reserves the right to cancel the event.

### **2.4 Remissions**

Parents who can prove they are in receipt of the following benefits, will be exempt from paying the cost of board and lodging during residential trips:

- Income Support.
- Income Based Jobseekers Allowance.
- Support under part V1 of the immigration and Asylum Act 1999.
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.

### **2.5 Refunds**

The academy will refund (subject to the terms of the cancellation agreement) any payment in the event of pupil non-attendance/participation, providing reasonable notice is given.

## Appendix 1 - Summary

