



## **Charging for School Activities & Remissions Policy**

This policy was updated in November 2023

The policy must be reviewed and updated at least every 3 years

Meadowbrook College believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy recorded at the end of the document.

### **1. The policy identifies activities for which:**

- charges will not be made
- charges will be made
- charges may be waived

### **2. Voluntary contributions**

Separately from the matter of charging, schools may 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 says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

### **3. 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 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.

#### **4. Activities for which charges may be made**

##### a) Activities outside school hours

Non-residential activities (other than those listed in 3 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

##### b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 3 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions.

A "half day" means any period of 12 hours ending with noon or midnight on any day.

It is the policy of Meadowbrook College that 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 (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will (or may) be charged for	Notes	Remission or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to bring them home	Eg: - clay model – a charge to cover the cost of the clay - Xmas cake – a charge to cover the cost of the ingredients	No
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)

## 5. 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. This remissions policy sets out the circumstances in which charges will be waived.

## 6. Families qualifying for remission or help with charges

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

### Category A

Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Universal credit
- Guaranteed State Pension

## 7. Additional considerations

- The Board of Trustees 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 shall give as much notice of a planned trip or visit as possible so that parents can plan ahead
- Parents are offered the opportunity to pay in instalments prior to the trip/activity happening.
- 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.

## Trustee Approval and Review Dates

This policy was updated in November 2023

The policy was approved by the Radcliffe Academy Trustees on 24th November 2023

It is due for review by November 2026

Date	Author	Change	Trustee Review
26.11.2020	BM	Reviewed no changes made	11.12.20
16.11.23	BM	Reviewed. Section 6, added universal credit in line with current benefits.	24.11.23