



**The Robinswood  
Academy Trust**

*"Be the best you can be"*

## **Charges & Remissions Policy**

Policy Type:  
Review Frequency:

Statutory  
Annual

Approved – Finance & General Purposes Committee:  
Next Review Date:

20/4/2018  
1/4/2019

**Document History:**

<b>Date</b>	<b>Author</b>	<b>Summary of Changes</b>	<b>Version</b>
3/02/2018	Rawdon Cowley	Creation of Policy	1.0d
18/7/18	Rawdon Cowley	Amendments as requested F&GP 20/4/18 and charges F&GP 16/7/18	1.0

## **Rationale:**

The Robinswood Academy Trust (Trust) recognise the valuable contribution that the wide ranges of additional activities, including trips, clubs and residential experiences can make towards pupils' education at those Academies to which this Charging and Remissions Policy applies. The Trust aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of each Academy and as additional optional activities.

The law states that education provided during Academy hours must be free of charge. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in Academy hours by each Academy. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

## **Aims and Objectives:**

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## **Activities without charge:**

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum.
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

## **Voluntary contributions:**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, such as:

- Ingredients or other materials, required for use in the curriculum, which will be taken home when work with them has been completed.
- Entrance fees to places visited as part of the curriculum, and any associated travel costs.
- Additional clothing required for specific curriculum activities.

Subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled. Should any activity be cancelled due to lack of contributions then these contributions will be held to offset a future activity for pupils of the same group.

### **Chargeable activities:**

The Academy may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost. Charges will be divided equally by the number of pupils participating and will not include subsidies for any other pupils participating but not willing to, or unable to pay the full charge. The Trust may, from time to time, amend the categories of activity for which a charge may be made. In all cases, this will be in line with the Department of Education's, "Charging for school activities" (October 2014) document.

- Educational or other activities provided wholly or mainly outside school hours, which are not:
  - (a) Part of the National Curriculum.
  - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
  - (c) Part of religious education.

(Note: This could include before and after school clubs run by the school).

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- Persistent late collection of pupil(s) from school or nursery at the end of the school day or nursery session.

### **School Meals:**

Currently, Government policy funds free school meals for Reception, KS1 pupils and for other pupils where the school receives pupil premium funding. All other pupils will incur a cost for school meals. The Trust will charge in line with Gloucestershire County Council catering services, which is documented in appendix A.

## **Remissions Policy:**

If the parent/carer of a pupil is in receipt of any of the following;

- Income support
- Income based jobseekers' allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Universal or Child tax credit (providing that they do not also receive Working tax credit)

then charges in respect of board and lodging will be remitted in full. If not already in place, the school will request that an application for free school meals is completed to support this remission.

The Trust may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship.

When arranging a chargeable activity such parents/carers can in confidence request for the remission of charges in full or in part. The Head of School in consultation with the Executive Headteacher and Chair of Governors will consider making authorization for such remission. Parents/carers should apply in writing to the Head of School for the consideration of financial support.

## Appendix A:

### ***Charges: as of 16<sup>th</sup> July 2018***

School lunches ( <i>Where chargeable</i> ) - contract catering ( <i>Charges set by Gloucestershire County Council</i> )	£2.36
School Lunches ( <i>Where chargeable</i> ) - in house catering	£2.30
Late collection of pupil from nursery/pre-school*	£5 per ¼ hour per pupil
Nursery/pre-school snacks	£1 per week suggested donation
Lost or damaged books	£5 per book
School activities	Cost to be determined and advertised prior to event
School residential	Cost to be determined and advertised prior to event
Music & vocal tuition	Cost to be advised at time of tuition request
Academy run after school club (ASC)#	£9 per session
Academy run breakfast club (BC)#	£2.20 per session
Academy run breakfast club (BC)# ( <i>Part session up to 20mins, no breakfast</i> )	£1.00
Late collection of pupil from ASC*#	£5 per ¼ hour per pupil

\* First 15 minutes chargeable at discretion of Head of School.

# Please note that in some school breakfast and after school clubs are organised and run by outside commercial enterprises and their costs are not controlled by the Trust or reflected in this policy.