

## Charging & Remissions Policy

### Principle Academy Vision

We put children first, pioneering excellence and championing each and every child.

### Introduction

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 are offered whilst at the same time minimising the financial barriers that may prevent some pupils from taking full advantage of the opportunities.

The information in this policy complies with the legislation provided for in the Education Act 2011.

### The Academy Trust will make no charges for:

- An admission allocation to the school;
- 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 Curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments, providing the tuition is required as part of the Curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Entry for prescribed public examination if the pupil has been prepared for it at the school;

### Activities for which charges can be made by the Academy Trust:

- Any materials, books, instruments or equipment where the child's parent wishes them to be brought home and kept e.g. completed work produced in Design Technology or cookery classes;
- Optional extras (see below)

- Music tuition, but only where the teaching is not an essential part of either the Curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school.

### **Optional Extras**

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided a charge may be made for providing materials, instruments or equipment. Optional extras include:

- Education provided outside of school time that is not:
  - i. Part of the Curriculum
  - ii. Part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - iii. Part of religious education
- Examination entry fees if the registered pupil has not been prepared for the examination at the school;
- Transport that is not required to take the pupil to school or to other premises where the Academy Trust has arranged for the pupil to be provided with education; and
- Board and lodging for a pupil on a residential visit.

In calculating the cost of these optional extras an amount may be included in relation to:

- 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; and
- The cost for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

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

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

### **Voluntary Contributions**

The Pioneer Academy may request voluntary contributions from parents for the benefit of the school or any school activities. If an activity cannot be funded without voluntary contributions the Academy Trust will make this clear to parents at the outset. It will however, also be made clear to parents that there is no obligation to contribute.

No child shall be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. If a parent is unwilling or unable to pay, their child will still be given equal chance to go on the visit.

### **Residential Visits**

The Pioneer Academy will not charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside of school hours if it is part of the Curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The Pioneer Academy will charge for:

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

Parents who are eligible for Pupil Premium will be subsidised by the Academy by 50% towards the cost of board and lodging. Additional subsidies may be available and this will be decided on a case by case basis.

### **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, the following basis will be used for determining whether it is deemed to take place either inside or outside school hours.

### Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours will not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

### Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours. A "half day" means any period of 12 hours ending with noon or midnight on any day.

#### Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place in school hours.

#### Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

### **Additional considerations**

In order not to place an unnecessary burden on family finances, the school will also adhere to the following guidelines:

- Where possible, trips will be published at least one month in advance; and
- A system has been established which allows parents to pay instalments for residential trips.

**DATE LAST REVIEWED: 19<sup>th</sup> July 2022**



**SIGNED BY CHAIR OF FINANCE & RESOURCES COMMITTEE:**