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 Registered in England & Wales

## THE BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST CHARGING & REMISSION POLICY

### INTRODUCTION

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to the principle of free education and recognises the valuable contribution that a wide range of activities, including academy visits, residential experiences and clubs, can make towards all aspects of pupils'/students' education. Whilst wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils/students, the Board of Directors reserves the right to make a charge or request a voluntary contribution for certain activities organised by the academies from time to time.

We believe that all our pupils/students should have an equal opportunity to benefit from academy activities, schemes, programmes and resources available independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a wide range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils/students taking full advantage of the opportunities.

The 1996 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost which may be levied by the academy and 'voluntary contributions' which the academy may request from parents.

An academy may charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- equipment and materials used by a pupil/student where parents/pupils/students indicate that they wish to retain the finished article. Alternatively, parents/pupils/students may wish to provide the equipment/materials themselves;
- additional music and vocal tuition both inside and outside of academy hours, for individual or small groups, which is not part of the National Curriculum or an examination syllabus. Individual or small group lessons are taught by peripatetic music teachers.
- education provided outside of academy time that is:
  - a) not part of the National Curriculum or part of Religious Education syllabus
  - b) not part of a syllabus for a prescribed public examination that the student is being prepared for at the academy

Please note, out of academy time includes lunch times, before or after the academy day and during weekends and academy holidays.

- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the academy;
- examination entry fee(s) if students are entered for examinations and for no acceptable reason, do not sit the examinations or fail to complete the coursework;
- examination entry resit fee(s) where the request is made by the parent/student for the resit and there are no timetabled lessons within the academy day aimed at preparing the student for the resit
- transport that is not required to take the student to the academy or to other premises where the local authority/directors have arranged for the pupil to be provided with education;
- board and lodging for a student on a residential visit; and

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- all or part of the costs of deliberate damage to, careless breakage or loss of books or equipment owned by the Trust as well as payment of library fines.

## **VOLUNTARY CONTRIBUTIONS**

The Trust acknowledges the support of parents in being able to provide an extended range of activities, schemes, programmes and resources which extend, diversify and enrich the education offered to pupils/students.

Voluntary contributions may be requested by an academy to assist with the costs of an activity, scheme, programme or resources. The academy will give a clear indication of the average voluntary contribution required for an activity, scheme, programme or resources to go ahead or be purchased. Where a voluntary contribution is requested from parents, and insufficient funds are raised and alternative funding is not available, the academy reserves the right to cancel the activity, scheme, programme or resource that was to be made available. Where an activity, scheme, programme or resources, for which voluntary contributions have been asked for, still takes place, all pupils/students will be treated in the same manner whether or not their parents have been able to make a contribution.

In some situations, there may be cases of family hardship which make it difficult for pupils/students to take part in particular activities for which a charge is made or voluntary contribution is asked for. When arranging a chargeable activity or asking for a voluntary contribution the headteacher will invite parents to apply in confidence for the remission of charges/voluntary contribution in part or in full.

To qualify for remission (financial help or support), parents must contact the headteacher and if required provide proof of their income or benefit. Parents/carers in receipt of one of the following may be given remission of charges:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- Children who get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian).

Children who are included in any of the above groups are entitled to Free School Meals and will attract Pupil Premium Funding into the academy.

In addition remission of charges will be provided for pupil/students who are:

- Children Looked After.

Further the academy may provide remission of charges for parents who have more than one child at the academy and seek support for either chargeable activities or voluntary contributions.

Sources of funding for remission of charges include external funding, the academy's budget (including Pupil Premium and Sixth Form Bursary Fund if appropriate to a pupil/student) and voluntary funds.

The level of support which the academy can offer will be entirely at the discretion of the headteacher.

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