



THE PATHWAY ACADEMY TRUST

Registered address: c/o Culverstone Green Primary School,
Wrotham Road, Meopham, Kent DA13 0RF

Registered Company N° 9782388

CHARGING & REMISSIONS POLICY

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| Author: | Trust Business Manager |

Introduction

The Pathway Academy Trust believes that all 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 outlines how the Trust will ensure a good range of visits and activities are offered, while at the same time minimising the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Aims

The aims of this policy are to:

- Set out what schools will not charge for, what they will charge for or request a voluntary contribution from parents / guardians;
- Clarify how charges will be determined, so that parents and guardians understand why requests for payment are made for some activities.

Each school within The Pathway Academy Trust will ensure that the following applies:

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 educational activity;
- Education provided on any trip that takes place during school hours;
- 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;
- Entry for prescribed public examinations including re-sits, if the pupil has been prepared for it at the school;
- Admission applications to state-funded schools (including Academies).

Voluntary contributions

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

- Any children of parents who are unwilling or unable to contribute will not be excluded from the planned activity;
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

There is no limit on the level of voluntary contributions sought, however any contribution requested in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating.

In no circumstances will there be an element of subsidy included in the amount requested, for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The school may choose to subsidise pupils whose parents are unwilling or unable to pay, using their own school funds or government funding for deprived pupils.

Chargeable Activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned service. Charge will not exceed actual cost.

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - Part of the National Curriculum;
 - Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school;
 - Part of Religious Education.
- Cost of entering a pupil for a public examination including re-sits where no preparation has been provided by the school;
- Provision of instrumental and vocal tuition, which takes place during the school day, where it has been requested by the parent / guardian;
- Optional extras – participation in any optional extra activity is strictly on the basis of parental choice, agreement and their willingness to pay charges. This includes:
 - Board and lodgings on residential visits;
 - Transport;
 - Extended day services offered to pupils such as breakfast and after-school clubs;
- Provision of materials, books, instruments or equipment where parents want their child to own such items;
- Provision of materials/ ingredients for subjects such as Art, DT or Food Technology where pupils take home a finished product.
- Community facilities.

Damage to property and breakages

Where school property has been damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head Teacher and dependent on the situation.

Remission Policy

In order to remove financial barriers from disadvantaged pupils, The Pathway Academy Trust 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. Criteria for qualification for remission are given below:

- 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 Pension Credit

- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than the current rate)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

There will be no charge for board and lodgings on recreational trips for pupils whose parents / guardians are in receipt of any of the above.

The Head Teacher, in conjunction with the Local Governing Body, is authorised by The Pathway Academy Trust to review individual cases and agree to reduce or waive charges for an activity if it is considered justified.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.