

SHINE Multi Academy Trust Charging and Remission Policy



Company Secretary reviewed 13 June 2017

Person responsible for this policy Finance and Business Director

Reviewed and adopted by the Resources Committee 22 June 2017

This policy will be reviewed biennially.

Next review 2019



Signed by Chair of the Resources Committee (Mr S Clulow)

Date 22 June 2017



Signed by CEO (Mrs J O'Leary)

Date 22 June 2017

Equality statement

We will promote equality of opportunity and good relations between people from different groups (pupil, parent or carer, staff, members, trustees, local governors or visitors) regardless of their race, religion, background, gender, gender reassignment, age, sexual orientation or disability. We will reinforce positive attitudes to diversity.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

Introduction

SHINE Multi Academy Trust (SHINE) Board of Trustees (Board) recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residentials and experiences of other environments, can make towards pupils' all

round educational experience and their personal and social development. As a general rule, any activity or material which is needed as part of normal curricular activities does not incur a cost to parents/carers. If there is likely to be a cost, as indicated below, parents will be informed of that, prior to the activity taking place.

Activities for which charges can be made

The Board wishes to see the Curriculum enriched as far as possible for the benefit of all pupils. It recognises that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level.

The Board therefore reserves the right to make a charge in the following circumstances for activities organised by the Academies within SHINE:

1. Academy trips and residentials in Academy time: the board and lodging element of the residential experience and outdoor pursuit courses
2. Activities outside Academy hours: the proportionate costs for each pupil on activities wholly or mainly outside academy hours
3. Materials: the cost of materials or ingredients for design and technology and food technology, if parents/carers have indicated in advance that they wish to own the final product
4. Extra-curricular activities and clubs e.g. music tuition
5. Acts of vandalism and negligence: the Board reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil, including lost or damaged books. This also includes the replacement of any damaged parts caused by students setting off fire alarms for a prank.

Activities for which charges cannot be made

1. Education provided during academy hours (including the supply of any materials, books, instruments or other equipment).
2. Education provided outside academy hours, if it is part of the National Curriculum.

3. Tuition for students learning to play musical instruments, if the tuition is required as part of the National Curriculum.
4. Education provided on any trip that takes place during academy hours that is part of the National Curriculum or an examination course.
5. Education provided on any trip that takes place outside academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or part of religious education.
6. Supply teachers to cover those teachers who are absent from the academy accompanying students on National Curriculum or examination courses.

Voluntary contributions

Nothing in this policy statement precludes SHINE from inviting parents/carers to make voluntary contributions. The Board however, is very clear that any such contributions are voluntary; that children of parents/carers who do not contribute will not be discriminated against.

If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

The following is a list of additional activities, organised by the academy, which may require voluntary contributions from parents and carers. These activities are known as “optional extras”. This list is not exhaustive:

- visits to museums;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company
- musical events
- visiting experts

Music & Clubs

All children study music as part of the normal school curriculum. We do not charge for this.

There may be a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. We give parents information about additional music tuition if any at the start of each academic year.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Remissions

If the parent/carer of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16105 for 2015-2016), charges in respect of board and lodging will be remitted in full.

The Academy Headteacher, Local Governing Body or its Resources Committee may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Academy Headteacher, Local Governing Body or its Resources Committee may decide not to levy charges in respect of an activity, if it feels it is reasonable in the circumstances.

Refund

Refunds will be given if:

- a child is absent due to illness;
- an educational visit / school event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child.

Freedom of Information Act

We routinely publish information in the following classes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how are we doing
- How we make decisions
- Our policies and procedures

Cost of information

For the most part, the academy will charge only for hard copies (to cover printing, photocopying and postage) or copying onto a different media (e.g. if we provide information on our website but you have requested this on DVD). Current photocopying costs are 25p per copy and postage is charged at cost. Copying onto other media will incur a charge to cover material costs (e.g. DVD) and postage.

There may also be a charge if more than 2.5 days are spent in supporting a request for information.

You will be advised of any charges that apply, and payment will be required before your request for information can be considered further.

Specific and additional costs for access to information:

Website: Information from the school's website is free, although any charges you incur to gain access to the internet (e.g. Internet Service Provider and personal printing costs) will have to be met by you. For those without Internet access, a single printout from the website can be provided by post, by personal application to the school.

Requests for multiple printouts or for archived copies of documents which are no longer accessible or available on the web, will attract a charge for, photocopy and postage. The school will advise on cost and charges that will have to be paid in advance.

Letters: Single copies of the current editions of letters about the school are available free of charge.

Where a request for information would incur such a charge, we will inform the requester before the school proceeds with their request.

Charges for use of Academy facilities

A charge will normally be made for the use SHINE's academies accommodation and facilities (see - Lettings policy) and for all external word processing, copy-printing, design work etc.

Administration Fees

Subject to restrictions of Data Protection Act a fee of £50 [fifty pounds] will be charged for copies of an individual's school record.

Monitoring, Evaluation and Review

The Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout SHINE.