



Charging and Remissions Policy

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Approved by:	Board of Trustees
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Inclusion – Improving education for everyone.

Integrity – We are consistently open, honest, ethical, and genuine.

Initiative – We have the courage to always seek a better way to a better future.

Involvement – We encourage our community to take ownership and responsibility.

Inspiration – We use our drive and commitment to energise, engage and inspire.

Table of version reference: -

Revision	Date	Comments
V4	March 26	Minor grammatical changes made

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Introduction

This is a statutory policy which sets out INMAT's obligation in relation to charging and remissions.

It details the type of activity our academies can charge for. It explains when and how the charges will be applied and who might qualify for help with the costs. The policy also details any exemptions which can be applied to the charges.

This policy is based on advice contained within:

- Education Act 1996
- Department for Education (DfE) on charging for school activities

Definitions

- Charge – a fee payable for specifically defined activities
- Remission – the cancellation of a charge which would normally be payable.

- 1.1 INMAT acknowledges the right of every pupil to receive free school education and understands that activities linked to curriculum offered wholly or mainly during normal teaching time must be made available to all pupils, regardless of their parents/carers ability or willingness to help meet the cost.
- 1.2 INMAT also recognises the valuable contribution that a wide range of additional activities, trips and residential experiences can make toward pupils' education and aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils in each academy and as additional optional activities.
- 1.3 While wishing to promote and provide as broad a range of such activities as possible for the benefit of pupils, INMAT reserve the right to make a charge for certain activities organised by the academies from time to time.
- 1.4 Parents/carers may be advised that the continuation of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying pupil will be excluded on the grounds of voluntary contributions.
- 1.5 Parents/carers of qualifying pupils will be eligible for support from the Academy for contributions towards the cost of school visits. They should speak to the Headteacher/activity lead of the academy that the child attends to ensure that the academy is aware of their position so that it can assist, as necessary.

Roles and Responsibilities

- 2.1 It is the Board of Trustees who have overall responsibility for approving and changing the charging and remissions policy, but can delegate this to the Finance, Audit and Risk committee, which is a committee of the Board.
- 2.2 It is the responsibility of the Headteacher to ensure that the policy is implemented consistently and using fair criteria, in particular that the Trust's equal opportunities policy is observed.

Headteachers and finance staff are also responsible for ensuring that staff, parents/carers and pupils know the details of the policy as appropriate.

- 2.3 It is the responsibility of all staff to familiarise themselves and comply with this policy and core procedures in accordance with the relevant professional standards.
- 2.4 It is the responsibility of all staff to notify the Trust's CFOO or CEO of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Charging – Optional extras

INMAT reserves the right to make a charge in the following circumstances for activities organised by it:

- 3.1 Instrumental music lessons: the academy will charge at cost, for practical instrumental lessons held during the school day where a parent/carer has requested those lessons. No charge can be made in relation to a pupil who is looked after by the local authority.
- 3.2 Education provided outside of academy time/extra-curricular clubs not part of the curriculum and part of religious education: Parent/carers will be notified in advance of any such activities, their estimated cost and consent will be obtained for a child's participation in any such activity for which a charge is made.
- 3.3 Charges for residential activities during academy hours will be made for the board and lodgings of such activities. Parents will be notified in advance of such activities and their estimated cost, parent/carers consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each pupil. All such charges will be in line with government guidelines and will take into account the circumstances of the parents. The academy reserves the right to cancel the trip if they become economically unviable, adequate notice will be given to parents of such decision.
- 3.4 Extended services such as breakfast and after school clubs: this is made to ensure the academy does not subsidise the activity from its general annual grant funding, unless there is good reason to do so. The charges for each activity will be determined by the Headteacher and reviewed each year.
- 3.5 INMAT reserves the right to ask for contributions to materials, equipment and ingredients relating to activities taking place in academy hours, for example cookery lesson.
- 3.6 It is the responsibility of the parents/carers to cover the cost of purchase or hire of instruments, materials or equipment or clothing for activities which take place outside academy hours, and which are purely voluntary and optional.
- 3.7 The academy may from time to time let its premises and facilities to member of the local community, other organisations with the Local Authority, businesses, charities, and sports clubs following the guidelines for charging. Cost should cover any out-of-pocket cost to the academy related to hire, such as heating, lighting, and caretaking costs.
- 3.8 If facilities are used by groups associated directly with the academy pupils and staff, then it is permissible to waive hire costs.

- 3.9 If facilities are hired to commercial organisations, then a market rate should be charged for the hire of facilities.
- 3.10 Breakages and fines – parents/carers will be charged the cost of replacing damaged or lost equipment where appropriate.

Remissions

- 4.1 Parents/carers may apply to an academy for remissions of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case-by-case basis.
- 4.2 INMAT may from time to time decide to remit all or part of the cost of an activity involving particular pupils. This will be at the discretion of senior management of the academy. In other circumstance, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made.
- 4.3 When arranging a chargeable activity, INMAT will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the application for remission form Appendix A) and forward it to the Cluster Business Partner and, if requested, provide proof of their income or benefit.
- 4.4 Authorisation of remission will be made by the Headteacher; all parents/carers have the right of appeal to the academy through the local academy committee.

Monitoring and compliance

- 5.1 Compliance with this policy will be monitored by the Headteacher.
- 5.2 Debts arising from any activity will be pursued in accordance with the debt recovery procedures within the scheme of delegation.

Appendix A

Application for Remission from Charges

Date:	Name of Pupil:
Name of Parent/Carer:	Signature of Parent/Carer: Date:
Activity/Funding required:	Total Cost:
Reason for application /circumstances: (Please give details of benefits currently received)	
To be completed by the Academy:	
Granted / Not Granted	Signature Date: