

EAST MIDLANDS EDUCATION TRUST

Charging and Remissions Policy



East Midlands
Education Trust

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CHARGING AND REMISSIONS POLICY

In response to the Education Reform Act 1988, the board of trustees of East Midlands Education Trust is required to produce a statement of policy concerning charges which may be made to parents of students registered at the academy, for services and materials, which are optional extras (Optional extras' refers to the meaning given to this term in Section 109 of the Education Reform Act 1988), and for board and lodging associated with trips and activities.

The Trust recognises the valuable contribution that a wide range of activities, including academy visits, residential experiences and clubs, can make towards pupils' education. The Trust would accordingly wish to promote and provide, as far as possible, such activities as part of a broad and balanced curriculum for the benefit of pupils of the academy.

Charging Policy

The Trust reserves the right to seek payment from the parents and carers of students registered at East Midlands Education Trust for the following:

1. Board and lodgings where the activity involves residential experience, whether or not the activity is deemed to take place within or outside the academy.
2. Any travelling expenses, materials, tuition fees or admission fees for an activity or visit which takes place outside the pupil's academy day. The activity or visit will be deemed to take place outside the pupil's academy day if more than 50% of the time involved occurs beyond the academy day.

Where a residential visit is involved, charges will be made for travelling expenses, materials, tuition fees or admission fees when the number of out of academy sessions included is 50% or more of the number of half days taken up by the trip.

3. Any additional transport costs of a trip or activity taking place within the academy day where the parents or guardian wishes their child to travel from home to the venue, instead of from academy to the venue.
4. The materials used in an article created by the child during a lesson, if the parent or student wishes to keep the items.
5. Individual music tuition and the hire of any associated instrument (unless this forms part of the public examination syllabus or the National Curriculum or where another authority is to provide individual music tuition).

Any charge will be determined on the basis of the cost of each individual pupil participating in the activity. Other students will not be subsidised through the charges levied.

6. Examination fees when the candidate:

- a. fails, without good reason, to complete the examination requirements (e.g., non-completion of coursework) for any public examination for which the academy has paid or is liable to pay - an entry fee;
- b. is taking a re-sit examination for which no further preparation within the academy has been given;
- c. is taking a public examination for which preparation has taken place outside academy hours. No charge will be made for a prescribed public examination for which a student has been prepared by the academy;
- d. is taking an examination or a re-sit at the request of the parent.

Remissions Policy

Where the parents of a student are in receipt of income support, income-based jobseeker's allowance, income-related employment support allowance, support under Part V1 of the Immigration and Asylum Act 1999, child tax credit (provided you are not entitled to Working Tax Credit and your yearly income (as assessed by Her Majesty's Revenue and Customs) that does not exceed £16,190 for the year 2016-17, the guarantee element of state pension credit, the academy will consider covering the full charge for board and lodging for any residential activity it organises for the student if the activity :

- (i) takes place within the academy's normal hours of opening, and
- (ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside the academy's normal hours of opening.

The academy will have to give consideration to the affordability of the above for the academy when considering their position.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the head teacher of the academy. Any subsidy provided by the academy will be met from funds at its disposal e.g. the academy's own funds or budget.

For those parents qualifying for the above, financial assistance may be available in support of the cost of the academy uniform purchased from the academy.

The trustees will review its charging and remissions policies on an annual basis or at a time earlier than this, if there are changes in law or circumstances which necessitate such a review.

Voluntary contributions

Nothing in this policy statement precludes local governing bodies from inviting parents and carers to make voluntary contributions for the benefit of the academy or in support of any activity, whether during or outside academy hours. Any contribution sought will be entirely voluntary and students will not be treated differently according to whether or not their parents or carers made a contribution in response to any such invitation.

Sale of books

Academys do offer parents and students the opportunity to purchase some textbooks. The overriding aim of this policy is to ensure that no student will be disadvantaged.

1. There must be no compulsion to purchase.
2. Any arrangement for the sale of books should not place any pressure on those who do not participate in the scheme.
3. Any student whose parents have not purchased books will have adequate access to the texts in question.
4. Where feasible, arrangements will be made to repurchase well maintained books once students have completed their course.
5. The sale of books will be monitored by the finance and general purposes committee in an effort to avoid any individual parent facing an excessive financial burden.

Policy reviewed by	:	Trustees
Review date	:	Summer 2017
Next review due	:	Summer 2020

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