



M3 Charging & Remissions Policy

Monitoring and review

The Business & Finance Director is responsible for monitoring and reviewing this policy

Approval

This policy was agreed by the Finance & Audit Committee: 18 May 2021

Introduction

Lincolnshire Wolds Community Trust (LWCT) recognises the valuable contribution that the wide range of additional activities can make towards student' education. We aim to promote and provide such activities as part of a broad and balanced curriculum to enrich and extend the opportunities and experiences available to all students. Full details can be found in the Department for Education's Charging for School Activities Document.

We believe that all students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means, with this in mind as a school we aim to:

- Have robust, clear processes in place for charging (a fee payable for specifically defined activities) and remissions (the cancellation of a charge which would normally be payable)
- Clearly set out the types of activity that can be charged for and when charges will be made

1. Where charges cannot be made

1.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

1.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

1.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

1.4 Activities that take place outside of school hours (non-residential)

- There is no charge for activities that take place outside of school hours when they are:
 - part of the set curriculum, including sports matches against other schools;
 - part of the syllabus for a public examination that the pupil is being prepared for by the school; and
 - part of the school's basic curriculum for religious education.

2. Where charges can be made

2.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 2.2)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

2.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools within the Trust can charge for providing materials, books, instruments or equipment.

The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs and after-school clubs.)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

2.3 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

2.4 School Meals

School meals are currently charged at £2.30 per meal, £11.50 per week, payable at the start of each week. The charge will be set annually by the Executive Head.

Free school meal applications are made online at <https://lcc.cloud.servelec-synergy.com/SynergyWeb/Parents/default.aspx> or by contacting Lincolnshire County Council Food education team on: 01522 782030.

Late payment of school meals will be monitored and parents will be encouraged not to get behind with payments. In the event of a significant outstanding balance, parents will be asked to provide their child with a packed lunch until the arrears have been cleared.

2.5 Maples Respite Care

To enable the provision of activities and outings to go ahead, we ask for payment to cover these costs, charges will not exceed that of the original cost. Details of these charges are dependent on the type of activity and outing and will be invoiced prior to any respite care offer.

The cost of the evening meal and breakfast are provided free of charge. Pupils whose parents are in receipt of the benefits listed in this policy will be entitled to apply for, and claim for, free school lunches and thereby obtain complete remission of these charges.

3. Activities we charge for

The Trust will charge for the following activities:

- Breakfast club
- After school sports club
- Swimming lessons outside of the National curriculum (Year 7 and above pupils)
- Virtual Gym sessions (St Bernard's School)
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All the above are payable via Parentmail.

For regular activities, the charges for each activity will be determined by the Executive Head/Finance & Business Director and reviewed each year. Parents will be informed of any changes to these charges.

4. Damage to property and breakages

Where Trust property has been wilfully damaged by a pupil or parent, the Trust reserves the right to charge those responsible for some or all of the cost of repair or replacement.

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

5. Remissions and concessions

The Trust will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

Children of families who receive these payments are also entitled to free school meals. Children in the following years will be able to get Universal Free School Meals regardless of the above eligibility:

- Reception
- Year 1
- Year 2

Parents who are eligible for the remission of charges will be dealt with confidentially. The Executive Head and Directors will authorise the remission of charges. The Trust may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Directors and Executive Head.

6. Voluntary contributions

The schools within the Trust may ask for voluntary contributions for Food Technology/Art Design and/or to fund activities that will enrich our student's' education.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. However, if a school is unable to raise enough funds for an activity or visit then it will be cancelled and all monies paid will be returned to parents. It must also be made clear that there is no obligation to make a contribution.

Any charge made in respect of individual students must not include an element of subsidy for any other students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Conclusion

Adherence to these guidelines will ensure that principles of equal opportunity are upheld, and that the directors of Lincolnshire Wolds Community Trust fulfil their statutory duties with regard to charging and remissions for school activities.