

Djanogly Learning Trust

# Charging and Remissions Policy

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# **DJANOGLY LEARNING TRUST**

## **Charging and Remissions Policy**

### **The Djanogly Learning Trust**

The Djanogly Learning Trust (the Trust) is a multi-academy trust established in August 2011.

Under its governing articles of association the powers to run the Trust are held by the Board of Directors, which is supported by a Strategic Executive Team comprising the senior leaders from the Academies and the Trust.

Individual Academies within the Trust have delegated authority from the Board of Directors to their own Local Governing Bodies, which in turn are supported by their Headteacher or Principal.

The term "Individual Organisation's Head" has been used within the policy below to recognise that this may be an academy Headteacher/Principal or Trust's Director of Operations.

This policy relates to all Trust Academies. Some procedures may vary across the Academies depending on context and stage of development.

### **1.0 Policy Statement**

The Board of Directors of Trust recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education at the Academies to which this Charging and Remissions Policy applies. The Local Governing Bodies of those Academies aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of each Academy and as additional optional activities.

### **2.0 Context**

The law states that education provided during Academy hours must be free. This definition includes materials, equipment and transport provided in Academy hours by each Academy. No student may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

### **3.0 Purpose**

- a. To make Academy activities accessible to students regardless of family income
- b. To provide a process which allows activities to take place at a minimum cost to parents/carers, students at each Academy and which acknowledges the cost of such activities to each Academy's budget.

### **4.0 Charges**

The Academy's Local Governing Body reserves the right to make a charge in the following circumstances for activities organised by their Academy:

#### **a. Residential activities taking place largely during Academy hours**

The full cost to be paid for board and lodging. Parents/carers have the right to claim free activities if they are in receipt of the benefits stated in the latest DfE advice "Charging for school activities" document.

#### **b. Activities outside Academy hours**

The full cost to be paid for all approved activities deemed to be optional extras that are not a necessary part of each Academy's curriculum.

#### **c. Individual instrumental tuition**

The full cost to be paid for providing any instrumental tuition that is not an essential part of each Academy's curriculum or examination syllabus.

### **5.0 Examinations**

There will be no charge to parents/carers for entry to external examinations, unless they wish to alter each Academy's recommendations. Entry fees may be claimed from parents/carers of students who fail to complete examination requirements.

Examination re-sits: Where an Academy judges it to be beneficial to the educational process of students to re-sit examinations, that Academy will fund the entry fees. In cases where students are entered to re-sit examinations at the request of parents/carers, despite that Academy's view that the re-sit will not be beneficial, parents/carers will fund the entry fees.

## **6.0 Remissions**

There will be no obligation for any parent to make a voluntary contribution towards the cost of Academy activities. Students will not be treated differently whether or not their parents/carers have made a contribution. The Local Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. The Headteacher/ Principal in consultation with the Chairman of Governors will make authorisation for such remission.

## **7.0 Voluntary Contributions**

Voluntary contributions may be requested from parents/carers to cover the cost of the activities such as:

- a. Ingredients or other materials, required for use in the curriculum, which will be taken home when work with them has been completed
- b. Entrance fees to places visited as part of the curriculum
- c. Additional clothing required for specific curriculum activities.

## **8. General**

The Local Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Local Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in Academy time. Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.