



Charging & Remission Policy – DCP 013

Policy Owner: Stephen Beeson

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Introduction

Education is more than simply attending lessons in school. It is the intention of the Drapers' Multi-Academy Trust (MAT) to offer a wide range of extra-curricular activities to its pupils. These not only contribute to pupils' education but also support their personal and social development.

The normal educational funding streams available to the MAT are not designed to cover the costs of such activities. The purpose of this policy is to explain where we expect parents to contribute to these costs and the circumstances where we will look to provide support from our own resources.

In addition to these, there are other circumstances where the MAT has authorised the Principals of its schools to levy charges and these are set out in the body of this policy.

Scope

This policy applies to all staff and pupils of the Drapers' Multi-Academy Trust (MAT). It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement.

Each school within the MAT must publish this policy on its website.

Definitions

Child Anyone under the age of 18.

COO Chief Operating Officer.

ECA Extra-Curricular Activity refers to any activity outside school time that is not:

- Part of the National Curriculum
- Part of the syllabus for a prescribed public examination for which the pupil is being taught at the school
- Part of religious education



In addition, ECA also refers to board or lodging costs relating to residential events.

LGB	Local Governing Body, with delegated powers of governance from the board of the MAT.
MAT	Drapers' Multi-Academy Trust.
Parent	Those having parental responsibility for the care of a Child (including Carers).
Pupil	Anyone enrolled at a MAT school (including students in Years 12 and 13).
QSB	Qualifying State Benefits as defined by the government in the most current guidance related to charging and remission.
Staff	Anyone employed by the MAT.

Policy

Charging

1. The schools within the MAT will provide a range of extra-curricular activities (ECA).
2. Except where the costs for the ECA can be covered by specific school budgets, the Principal shall, at his or her discretion, make charges to parents to cover in full or in part the cost of the following:
 - i. **ECA in school hours:** board and lodging element of any activity.
 - ii. **ECA outside school hours:** travel, board and lodging in the UK and abroad, together with any additional fees or expenses incurred for the activities.
 - iii. **Materials:** the cost of materials or ingredients for design and technology and food technology where parents have indicated in advance that they wish to own the final product.
 - iv. **Vandalism and negligence:** the costs incurred as a result of damage caused by the deliberate or negligent actions of a pupil.
 - v. **Examination fees:** the examination costs incurred by the school where a pupil has failed to attend the lessons for an examination topic and a written warning has been given to this effect.
 - vi. **Failure to attend exams:** the examination costs incurred by the school where a pupil fails to complete examination requirements without good cause (e.g. a medical certificate).
 - vii. **Additional exams:** the examination costs incurred by the school for subjects requested by a parent where such subjects are not supported by the school.



Remission

3. Where the parent of a pupil receives QSB, the Principal will remit in full the cost of board and lodging for any residential activity that is organised for the pupil, which takes place in school time and which is not deemed to be an optional extra or which forms part of the syllabus for a public examination.
4. A list of the QSB should be provided on the school website in the same location as this policy.
5. The LGB may remit charges in full or in part to other parents after considering specific hardship cases. In such cases, parents should apply, in the strictest confidence, to the Chair of Governors whose contact details may be obtained from the school office. Such remission will be determined by the LGB in consultation with the Principal.

Insurance

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

Voluntary Contributions

7. The LGB, at its full discretion, may invite parents to make voluntary contributions to fund certain activities or the acquisition of pieces of equipment where, without such funding, an activity might not be possible or a piece or equipment might not be obtained. For the avoidance of doubt, such contributions are always voluntary and there will be no discrimination against anyone, either parents or children, who does not wish to contribute.

Disputes

8. Any parent who has a concern or complaint regarding the application of this policy should follow the procedures set out in the Complaints Policy.

Review

9. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
10. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
11. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
12. The MAT board must formally review and re-approve this policy every five years.