



**Gippeswyk Community  
Educational Trust**

ACHIEVING SUCCESS TOGETHER

This Policy has been adopted and approved by Gippeswyk Community Educational Trust and is to be used by all Academies in the Trust.

<b>CHARGING AND REMISSIONS POLICY</b>	
Approved by GCET	08.12.2023
Date of next Review	Autumn Term 2024-2025 (Annually)
Responsible Officer	Trust CFO – Mrs T Goodchild
Policy Number	TF1

**Definition of a Parent**

- All biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

**Introduction**

The Trustees recognise the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupils' personal and social education.

The Trustees aim to promote and provided such activities both as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.

**Context**

The law states that education provided during Academy hours must be free of charge. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in Academy hours by each Academy. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

**Aims**

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

**Charges**

The Trustees reserve the right to make a charge in the following circumstances for activities organised by the Academies within the Trust.

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

The full cost is to be paid for board and lodging. Parents have the right to claim free activities if they are in receipt of the following state benefits:

- 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 Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

### **Journeys in Academy hours**

The Academy does not make a charge for journeys within Academy hours, but voluntary contributions towards the cost per child are asked for, there is no obligation to make the contribution, however if insufficient voluntary contributions are raised to fund a visit, or the Academy cannot fund it from some other source, then it must be cancelled.

### **Activities outside Academy Hours**

The full cost to each pupil of activities deemed to be optional extras taking place outside Academy hours such as theatre trips, residential trips and Academy discos.

### **Materials & Equipment**

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take place outside Academy hours and which are purely voluntary and optional. (It remains the parent's responsibility to supply Academy uniform including PE Kit). The Trustees may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in Academy e.g. Design Technology Products.

### **Examination Fees**

Where a pupil has not been prepared for a public examination by the Academy or where the Academy has provided no further preparation for a re-sit, the Trustees may make a charge for the cost of entering the pupil for the examination.

If a pupil fails without good reason to complete the examination requirements for a public examination for which the Academy has paid (or is liable to pay) an entry fee, then the Trustees may recover the fee from the parent as a civil debt.

### **Music Tuition**

Any costs associated with individual tuition in the playing of a musical instrument whether in or out of Academy hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

### **General**

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

The Trustees may from time to time, amend the categories of activity for which a charge may be made.

**Nothing in this policy statement precludes the Trustees from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.**

**Remissions**

The Trustees may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Trustees discretion. In other circumstances, 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. When arranging a chargeable activity, the Trustees will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Principal or Deputy Principal on behalf of the Trustees. All parents, however, will have the right of appeal to the Trustees, normally represented by the Chairman or Vice-Chairman of Trustees.