



The Praxis Trust

## **Charges and Remissions Policy**

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## **INTRODUCTION**

This policy has been drawn up to conform to the charging arrangements for Maintained Schools and Academies as set out in the Education Act 1996.

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governors' Handbook'

The Praxis Trust recognises that the Act prohibits charges for academy activities which take place within academy hours and/or are part of the academy curriculum. This Policy reinforces that principle, whilst setting out those academy activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

### **1. ADMISSIONS**

There is no charge for admissions.

### **2. ACADEMY MEALS**

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled to free academy meals will be charged as per the displayed prices.

### **3. EDUCATIONAL ACTIVITIES TAKING PLACE DURING ACADEMY HOURS**

Education provided during academy hours will be free of charge.

- a) Academy hours are: as published by the academy in its prospectus or on the website;
- b) Any "twilight sessions" used to deliver the academy curriculum;
- c) The midday break is excluded;
- d) No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the academy curriculum. However, materials which result in a finished product may be charged for;

e) The academy will provide all pupils with materials to complete the curriculum. However, for repeated loss or deliberate damage of academy equipment a cost may be imposed at the discretion of the Local Governing Body;

#### **4. EDUCATIONAL ACTIVITIES TAKING PLACE OUTSIDE SCHOOL HOURS**

A charge may be made for activities which take place wholly or mainly outside academy hours except where the activity is required either:

- As part of the syllabus of a prescribed public examination, or
- To fulfill statutory requirements of the national curriculum or of religious education, in which case no charge may be made other than for board and lodging on a residential visit.

For all other activities outside academy hours, the charge will be set to cover the cost of such items as:

- Transport/ travel costs;
- Board and lodging;
- Entrance fees;
- Insurance costs;
- Any materials required for the activity;
- Incidental expenses;
- Costs incurred as a result of teaching and support staff supervising the activity.

The charge should not subsidise any other student participating. Any remission of charges for individual students would be met from the Academy budget or fundraising activity.

A student's participation in the activity is dependent on the agreement of their parent/carer to meet the cost of the activity, and this agreement will be a pre-requisite to the student's inclusion.

#### **5. VOLUNTARY CONTRIBUTIONS**

When organising trips or visits that enrich the curriculum and educational experience of the children, the Trust invites parents to contribute to the cost of the trip. If insufficient funds are received to cover the cost of the activity, it may be cancelled. If a trip goes ahead, it may

include children whose parents have not paid any contribution. The academy will make it clear in its communication to parents that these contributions are voluntary, and that no student will be treated differently according to whether or not the parent/carer has contributed.

The costs of any optional extra undertaken by any pupil whose parents/carer are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The following is a list of additional activities organised by the academies, which require voluntary contributions from parents. These activities are known as 'optional extras'.

### **Optional Extras**

This list is not exhaustive:

- visits to museums;
  - sporting activities that require transport expenses;
  - outdoor adventure activities;
  - visits to the theatre;
  - trips abroad;
  - musical events;
  - external companies providing enhancement activities;
- a) The amount of contribution will not be more than the cost of the transport and entrance, children will not be publicly challenged over lack of payment, and parents will be contacted if necessary.

## **6. RESIDENTIAL VISITS**

We may charge for board and lodging – but the charge will not exceed the actual cost.

Parents will be subsidised for board and lodging costs if they can prove that they are in receipt of one or more of the following 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

## **7. MUSICAL INSTRUMENT TUITION**

Charges will not be made for class musical tuition during academy hours or out of academy hours where it forms part of the syllabus for a prescribed public examination or is required as part of the national curriculum.

A charge may, however, be made for teaching a student to play a musical instrument either individually or in a group. Where a charge is made for musical instrument tuition, the parent/carer will be invoiced directly by Trust Central Finance and the 'contract' underlying that activity will be between the academy and the parent. Parents will be given until the end of the first full week in each term to determine if their child/ren wish to continue with music tuition. At this point school will expect return of signed 'contract' and the first installment of fees. A signed 'contract' will state that all fees will be payable for the current school term.

## **8. LOSS OR DAMAGE TO SCHOOL PROPERTY**

Loss or damage of academy property, e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Principal may decide. Similarly a charge will be levied in respect of willful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

## **9. NURSERY FEES**

In order for us to provide a high quality learning experience to all 3 & 4 year olds, The Praxis Trust academies offer full time sessions at a charge per week as determined by each Academy. This provision is provided for those families who may not be eligible for the additional 15 hours / 30 hours nursery funding. Fees are payable on the first working day of each week. Full fees are charged for any weeks shortened by absence which includes sickness and holidays in term time. Nursery children will not be allowed to stay without upfront payment. Fees for nursery children do not include lunchtime meals which are charged at displayed prices. Supervision costs to

cover ½ hour lunchtime supervision are set annually by the Principal upon recommendation of the Local Governing Body and approval of Trust Board.

## **10. SWIMMING**

Each Academy organises swimming lessons for children in Key Stage 2. These form part of the National Curriculum. We make no charge for this activity. We inform parents for their written permission for their child to take part in swimming lessons.

## **11. REMISSIONS**

**Fee remissions are available as follows:**

### **Educational Visits:**

All trips will be funded by the Academy for children who are registered as an Ever 6 or Looked After Child. Parents who can prove that they are in receipt of any of the benefits in section 6 will be exempt from paying the cost of board and lodging on a residential visit.

### **Nursery Fees:**

There is no remission of fees for nursery fees.

### **Lettings:**

Full or partial remission of letting fees is available to community groups and users and will be considered on application.

The responsibility for determining fee remission is delegated to the Academy Principal.

### **Parents/Carers in Receipt of Free School Meals:**

In exceptional circumstances, parents / carers in receipt of free school meals may apply to the school for remission of charges for extra curricular activities outside of academy hours or to fund charged activities within the academy e.g. peripatetic musical instrument tuition, swimming lessons, school uniform etc. If application is agreed by the Principal, the funds will be paid through delegated funding, pupil premium.

## **12. OTHER CHARGES**

The Trust may levy a charge for personal requests from internal and external stakeholders.

### **Telephone Calls:**

20p – local calls

50p – mobile calls

**Photocopying & Printing**      10p per sheet (black)  
15p per sheet (colour)

**Laminating**                      30p per A4 sheet  
50p per A3 sheet

### **Unpaid Cheques**

Any unpaid, returned cheques made by parents, received by the Trust from the bank will incur an administration charge of £8.00 as well as any original unpaid fee. This charge will cover the charge made to the Trust by the bank. All letters to parents will state that unpaid cheques will incur this charge.

## **13. REVIEW OF POLICY**

This policy will be reviewed by the Trust Finance & Resources Committee annually or sooner if warranted by internal or external events or changes.