

APPENDIX 6

Finance Policy: Charging and Remissions

Version: June 2017

Amendments: D Herbert (Trust Finance Officer)

Date: 01 June 2017

1. Background

- 1.1. The purpose of this policy and associated procedures is to ensure that ASSET Education ("the Trust") maintains and develops systems of financial control which conform to the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of the Trust's Funding Agreement with the Department for Education (DfE).
- 1.2. The policy covers the approach that the Trust's academies will take to charging parents for certain events and activities provided for their children.
- 1.3. This policy relates to all of the Trust's academies. Adherence to the principles and procedures contained in this policy is mandatory for all staff.
- 1.4. Once approved this policy replaces and supersedes any previous charging and remittance policy previously in place at the Trust's academies.
- 1.5. This policy is an appendix to the main Trust *Finance Policy*.

Date policy approved:	06 July 17	Chair of Finance & Audit Committee:	Trust Finance Officer:
Date of next review:	July 19	<i>Print name: John West-Burnham</i>	<i>Print name: Dawn Herbert</i>

2. Introduction

- 2.1. The Trust and its academy governing bodies 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.
- 2.2. The Trust aims to promote and provided such activities both as part of a broad and balanced curriculum for the pupils of its academies and as additional optional activities.

3. Voluntary contributions

- 3.1. When organising school trips or visits which enrich the curriculum and educational experience of the children, the academy invites parents to contribute to the cost of the trip. All contributions are voluntary.
- 3.2. If the academy does not receive sufficient voluntary contributions, it may be necessary to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated differently from any others.
- 3.3. If a parent wishes their child to take part in an academy trip or event, but is unwilling or unable to make a voluntary contribution, the child is still permitted to participate fully in the trip or activity. Sometimes the academy pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The academy provides this information on request.
- 3.4. The following is a list of additional activities organized by our academies, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
 - visits to museums;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - school trips abroad;
 - musical events.

4. Residential visits & Activities outside School Hours

- 4.1. The Trust and its academies reserve the right to seek parental contributions for activities deemed to be optional extras such as residential visits, theatre trips and school discos, sports coaching.

5. Materials & Equipment

- 5.1. The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take, place outside school hours and which are purely voluntary and optional remains the parent's responsibility. (It remains the parent's responsibility to supply school uniform including P.E. Kit).

- 5.2. The academy 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 school e.g. Design Technology products.

6. Music Tuition

- 6.1. All children study music as part of the normal school curriculum. There is no charge for this.
- 6.2. Any costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum) remains the parent's responsibility.

7. Nursery Places

- 7.1. Priority for allocating nursery places should always be given to children attending nursery for the free early education entitlement. The opportunity to pay for additional hours will only be offered if there is spare capacity within the nursery after all eligible pupils have been offered their requested free universal entitlement hours.
- 7.2. The additional hours do not include care before the start of the morning session or after the end of the afternoon session. Children must be dropped off and collected at the usual nursery session times unless a request has been made to stay over the lunchtime period.
- 7.3. The rate per hour charged will be in line with the rate published in the Trust's nursery admissions policy.
- 7.4. Children staying over the lunchtime period will be supervised but will need to bring a packed lunch. This supervised time will be charged at the same hourly rate.
- 7.5. Fees will be paid at the start of each session.

8. General

- 8.1. 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.
- 8.2. The Trust may from time to time, amend the categories of activity for which a charge may be made.
- 8.3. Nothing in this policy statement precludes the Trust from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

9. Remissions

- 9.1. The Trust may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the board's discretion or may be delegated to the relevant academy board of governors.
- 9.2. 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. Hence, when arranging a chargeable activity, the Trust will invite parents to apply in confidence for the remission of charges in part or in full.
- 9.3. Authorisation of remission will be made by the Head teacher or business manager / finance officer of the academy on behalf of the Trust. All parents, however, will have the right of appeal to the Trust board, normally represented by the EP or TFO.