

The Auriga Academy Trust

Charging and Remissions Policy

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1. Principles

The position of The Auriga Academy Trust ("The Trust") is clear, that no pupil's education should be in any way compromised by the ability of their parents or carers to pay.

In some cases, Pupil Premium may be used to support those pupils who are at risk of a disadvantage experience due to their financial circumstance.

2. Aims

The Trust aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

3. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

4. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

5. Charging Policy

The Education Act 1996 establishes the basic principle that the education provided by any school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time.

Exceptions to this general statement are as follows:

- Individual tuition in playing a musical instrument may be charged for, if requested by a parent / carer, provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination and the pupil is not looked after by the local authority.
- Any materials, books, instruments or equipment, where the pupil's parent/carer wishes the pupil to own them.
- Where the parent / carer has indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- For all residential visits deemed to be within school hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge will be made for board and lodging, and any other costs incurred. The charge made will not exceed the cost of providing the activity divided equally between the number of pupils taking part. Parents or carers wishing to claim for financial assistance towards

the cost of a residential visit must make the fact known directly to the Headteacher who will treat any such approach in the strictest confidence. Please see section **5.1 Remissions for Residential Visits** below.

- Optional visits or activities occurring outside of school hours may be charged for in full.
- The school provides without charge all the books, practical equipment etc. required during the day to follow the school's curriculum. Parents may be asked to provide children with some basic equipment for their own personal use at school and at home. This includes stationery.

Within the Education Act it is possible for schools/academies to ask for voluntary contributions from parents. The Trust has approved the following:

- Voluntary contributions can be invited from parents towards the cost of the schools activities which are related to the life and work of the school, this will include visits and activities during school hours. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest. Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher who will treat any such approach in the strictest confidence.
- School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual communication to parents. The communication asking for support will outline the proposed visit, cost, educational value and its relationship to the school curriculum. If insufficient voluntary contributions are received and the trip is considered by the Headteacher to not be financially viable, then it will be cancelled, and any monies received will be returned.
- It is at the Headteacher's discretion as to whether to charge parents / carers for replacing items of school property damaged by a pupil. This may include windows and IT equipment.

5. Remissions

In some circumstances, the school may not charge for items or activities. This will be at the discretion of the Headteacher and will depend on the activity in question.

5.1 Remissions for residential visits

Parents or carers wishing to claim for financial assistance towards the cost of a residential visit may be asked to prove they are in receipt of any 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 – 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)

The cost of the residential visit may be paid in full or in part, this will be at the Headteachers discretion and will be dependent on the financial circumstances of the school. Each request

will be assessed on a case-by-case basis, however having assessed the validity of all claims, pupils will be treated equally.

If insufficient contributions are received and the trip is considered by the Headteacher to not be financially viable, then it will be cancelled.