



Charges, Voluntary contributions, Remissions and Refunds Policy

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| Charges, voluntary contributions, remissions and refunds policy | | | |
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| R Righini | Re-formatting – Group policy review | 3 | 31 August 2017 |
| R Righini | Policy re-write | 2 | December 2014 |
| R Righini | New Policy | 1 | January 2012 |
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| Document Owner & Reviewer: | The executive lead responsible for this policy is the Finance Director. | | |
| Equality Impact | | | |
| Statement | <p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the equalities act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.</p> | | |
| Screening | <p>This document has been screened by the Equality Team and the impact has been assessed as:</p> <p><input type="checkbox"/> Not applicable</p> <p><input type="checkbox"/> Low</p> <p><input type="checkbox"/> Medium</p> <p><input type="checkbox"/> High</p> | | |

1 Purpose

1.1 The purpose of this policy is to describe our practice in making charges and remissions.

2 Scope of Policy

2.1 This policy applies to all staff who work with school aged children. It sets out the charges and remissions to be made when organising activities and residential visits.

3 Reason for Review

3.1 This policy was reviewed as part of a group policy review.

4 Aim(s):

4.1 We aim for all pupils and students to have equal opportunity to take part in activities and residential visits. In addition, we aim for charges to be fair for all families.

5 Procedures and practice

5.1 Charges

5.1.1 Clothing

5.1.1.1 Where pupils/students are expected to wear school uniform, parents will be charged for this at the current supply cost. Uniform is available from the school office your child attends.

5.1.2 Materials for Lessons

5.1.2.1 New Bridge MAT will provide a basic minimum standard of equipment. In the case of materials for lessons i.e. any materials, books, instruments or equipment where the parent wishes their child to own the item, New Bridge MAT will expect the parents to pay for them.

5.1.3 Examinations

5.1.3.1 Where pupils/students are entered for examinations the organisation will pay the fees. However, New Bridge MAT will make a charge for the recovery of examination fees if a pupil/student fails without good reason to take the examination.

5.1.4 New Bridge MAT Activities

5.1.4.1 Any contribution a parent makes to school-based activities is voluntary and no pupil/student will be excluded from an activity where a lack of contribution is made. However, if insufficient contributions are made the activity may be cancelled. Voluntary contributions can be requested for activities such as:

5.1.4.1.1 Visiting artists/professionals

5.1.4.1.2 Visiting Performers

5.1.4.1.3 Day trips

5.1.5 Residential Visits

5.1.5.1 From time to time New Bridge MAT organises residential visits and charges will be made for the board and lodging of these activities. Some parents may be exempt from these charges. In support of these activities New Bridge MAT will pay the cost of board and lodging and salaries/supply cover for supporting staff. We will also subsidise the cost to the pupil/student of residential visits which will be:

| Total Cost of Visit | Subsidy |
|------------------------|------------------------------------|
| Up to £50 | 20% |
| Over £50 / Under £100 | 30% |
| Over £100 / Under £250 | 40% |
| Over £250 / Under £500 | 60% |
| Over £500 | By agreement of CEO/Governing Body |

5.1.5.2 Payment plans can be arranged with parents through the business department.

5.1.5.3 All charges must be paid in full one week before the date of commencement of the visit unless otherwise arranged with the business team.

5.1.5.4 If the residential visit is arranged by a third party no subsidy will be provided and all administration will be carried out by the third party.

5.1.6 Out of School Trips

5.1.6.1 From time to time New Bridge MAT organises visits and compulsory charges will be made for these activities e.g. theatre trips, concerts. We will also subsidise the cost to the pupil/student for out of school trips which will range from 25% to 50% after staffing costs have been removed.

5.1.7 Lost or Damaged Equipment

5.1.7.1 Charges may be made for the replacement of lost or damaged books and equipment.

5.1.8 Malicious Damage or Negligence

5.1.8.1 Charges will be made for damage to any of our properties caused through negligence or malicious behaviour.

5.1.9 Home/School Transport

5.1.9.1 New Bridge MAT does not provide transport between home and school. Parents are advised to contact their local authority (LA) if they think their child may be eligible for home/school transport.

- 5.1.10 Transport for Work Experiences/College Visits
 - 5.1.10.1 The cost of travel from home to work experience placement is to be met by parents or the appropriate LA.
 - 5.1.10.2 Where school transport is not used (e.g. taxis arranged) the cost will be met by parents.

- 5.1.11 Transport for Mobility/Independent Travel Training
 - 5.1.11.1 Parents can be asked to make a voluntary contribution. New Bridge MAT has a right to cancel the activity if insufficient contributions are made and no grant is made available us.

- 5.1.12 After School Clubs and Holiday Clubs
 - 5.1.12.1 New Bridge MAT is committed to these activities and will raise funds to cover the costs of staffing and materials. A charge will be made for taking part in an after-school club. We will not pay the costs of transport home at the end of the activity.

- 5.1.13 Equipment for Personal Use
 - 5.1.13.1 In the case of a pupil/student being provided with specialist equipment from outside agencies for use in school (e.g. Communication aids, wheelchairs and physical aids etc) New Bridge MAT will not pay for the upkeep of these items. Responsibility will lie with the issuing body for the replacement of batteries, annual maintenance fees etc. It will also be the responsibility of the issuing body to arrange insurance for the equipment whilst the pupil/student is in school. In the case where the pupil/student takes the equipment home it will be the responsibility of the issuing body/parents to arrange insurance cover.

 - 5.1.13.2 Where equipment is provided by New Bridge MAT adequate maintenance/insurance will be provided.

- 5.1.14 Community Use
 - 5.1.14.1 New Bridge MAT does make a charge for community use, please see separate lettings policy.

- 5.1.15 School Meals
 - 5.1.15.1 Schools meals are provided and a charge is made for these in line with other schools within the borough. If you feel your child is entitled to free school meals please click on the link below or contact the school for further information. School dinner money is due on the first school day of each week. Failure to pay the charges may result in school meals being withdrawn.
http://www.oldham.gov.uk/info/200231/education_grants_and_allowances/161/school_meals

5.1.16 Healthy Snacks

5.1.16.1 Healthy Snacks may be available throughout the school day and appropriate charges will apply.

5.2 Voluntary contributions

5.2.1 As an exception to the requirements set out in section 5.1 of this policy, the trust is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

5.2.2 There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

5.2.3 If the trust is unable to raise enough funds for an activity or visit then it will be cancelled.

5.3 Remissions

5.3.1 Split Site Transport

5.3.1.1 Charges will not be made for transport between any of our properties during the course of the school day.

5.3.2 Transport for Work Experiences/College Visits

5.3.2.1 Where school minibuses are used for these activities during the course of the school day, New Bridge MAT will meet the cost of transport arrangements.

5.3.3 Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the Head of Site for the remission of charges in part or full. The CEO in consultation with the finance department will make authorisation of remission

5.4 Refunds

5.4.1 Monies paid in advance are non-refundable where the Trust has committed funds to pay for the activity and no refund would be payable to the school.

5.4.2 Refunds in other circumstances over the value of £100, will only be given at the Trustees discretion for exceptional circumstances.

6. Sources and References

6.1. The Key

6.2. The Academies Financial Handbook

6.3. The Education Act 1996.

6.4. Department for Education

7. Other useful documents

7.1. Residential Visits policy

8. Monitoring

8.1. This policy will be monitored through the MAT's accountability framework