



BRIGANTIA
LEARNING TRUST

Creating Excellence Together,
through a culture of care

CHARGING AND REMISSIONS POLICY





Document Control

Title:	Charging and Remissions Policy
Policy Lead:	COO
Category:	Finance
Date Approved:	04/12/2024
Approved by:	Trustees
Review Date:	03/12/2025
Review Period:	2 Year
Status:	Statutory
Website:	Yes
Annual Agreement:	No

Review

Date:	Version:	Author:	Revisions:
Nov 21	1.1	SOO	Reformat
Nov 22	V2	COO	Change review date from 1 year to 2- adopt BJ policy format
Nov 24	V2.1	COO	Added details on Universal Credit Threshold



Contents

1. Admissions	4
2. Education Provided during school hours	4
3. Education provided outside of school hours	4
4. School Meals	4
5. Prescribed public examinations	4
6. Materials, books, instruments or equipment	4
7. Music, instrumental or vocal tuition.....	4
8. Transport.....	5
9. Residential Visits	5
10. Optional extras.....	5
11. Voluntary Contributions.....	6
12. Refunds	6
13. Damage to property and breakages	6
14. Remissions	6
15. Complaints	7



1. Admissions

Brigantia Learning Trust (trust) **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.

2. Education Provided during school hours

Subject to the limited exceptions outlined in this policy, the trust **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

3. Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the trust or part of religious education.

4. School Meals

- The trust **does not** charge for school meals where the pupil is eligible for free school meals or infant free school meals.
- Pupils who are not entitled to free school meals **will** be charged.

5. Prescribed public examinations

- The trust **does not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the trust.
- However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the trust **may** seek to recover the fee from the pupil's parent/carer.

6. Materials, books, instruments or equipment

- The trust **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.
- Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

7. Music, instrumental or vocal tuition

- The trust **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.
- The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.
- **No charge** will be made if the tuition is:
 - provided to a pupil who is looked after by a local authority; or
 - provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the trust.



8. Transport

The trust **does not** charge for:

- transporting pupils to or from the trust's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the trust
- transport provided in connection with an educational visit

9. Residential Visits

Brigantia Learning Trust will not charge for:

- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

Brigantia Learning Trust will charge for:

- board and lodging, but the charge will not exceed the actual cost. (section 10)

10. Optional extras

Brigantia Learning Trust **does** charge for 'optional extras'.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the trust or part of religious education
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the trust
- other transport (outside of that outlined in **section 8**)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

In calculating the cost of an optional extra an amount **will** be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra



- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

11. Voluntary Contributions

Brigantia Learning Trust may ask for voluntary contributions to benefit the academy or any school activities.

Where it is intended that an activity is to be funded by voluntary contributions, the Principal will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity, and the trust is unable to fund it from some other source, then the activity will be cancelled

No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12. Refunds

- Request for refunds for activities will be considered on an individual basis and may be rejected if the trust is unable to recoup the costs incurred.
- In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Principal. If approved, refunds will be processed via the original method of payment.

13. Damage to property and breakages

- Where the trust's property has been wilfully or recklessly damaged by a pupil or parent/carer, the trust **may** charge those responsible for some or all of the cost of repair or replacement.
- Where property belonging to a third party has been damaged by a pupil, and the trust has been charged, the trust **may** charge those responsible for some or all of the cost.

14. Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):



- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit – if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits)

Children who are in receipt of the above support payments will in addition to free school lunch entitlement also be eligible for free board and lodgings during residential school trips.

Where the academy intends to undertake an activity where a charge for board and lodging will be made, the Principal will advise all parents that anyone in receipt of the above payments is entitled to claim free board and lodging for the visit.

Parents who are in receipt of the support payments will be invited to make a voluntary contribution. If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Brigantia Learning Trust will make it clear to parent/carers at the outset what their policy for allocating places on school trips will be.

15. Complaints

Complaints regarding this policy or its application should be raised under the trust's usual complaints procedure.