



# Orchard Learning Trust

## Charging & Remissions Policy

September 2018

This Policy is applicable to all Academies in the Orchard Learning Trust (the MAT)

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## Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the Trust, and will be reviewed annually or earlier if necessary.

## Prohibition of Charges

The Trust recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- 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 pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip

## Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the individual school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

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

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- musical events.



## Residential visits

If the individual school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

## Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum

## Remissions Policy

Those parents in receipt of one or more of the credits below may eligible to receive Pupil Premium Funding which enables the schools to offer assistance in paying for some trips or a longer period of instalments will be made available to enable their child to access the activity.

In order to be eligible for Pupil Premium Funding parents/carers must be in receipt of one or more of:

- 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)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

## Policy Review

The Trust's charging & remissions policy is reviewed, evaluated and updated every 2 years.

Policy Written - November 2018

Review Date - November 2020

Signed Senior Management

*Philip Mackay*

Signed Board of Directors

*Ariel Tang*

