



The  
**MAST**  
 Academy Trust

<b>Policy</b>	Charging and remissions policy		
<b>Owner</b>	Melanie Humphreys – The Mast Executive Administrator		
<b>Date approved</b>	12 <sup>th</sup> February 2020	<b>Adopted from</b>	February 2020
<b>Approver</b>	Martyn Jones	<b>Signature</b>	<i>Martyn Jones</i>

<b>Current version</b>	V2.0 January 2020
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<b>Next review due</b>	Spring Term 2020
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<b>Objective of Policy</b>
To provide guidance on the policy and process charging and remissions.

Version Control	
Version Number	Summary of amends from previous version
2.0	Annual review, addition of link to learning outside the classroom charging guidance, front cover amends.

Sign off requirements	
Approvers	Position
Chair of trustees ratification	Martyn Jones
Local LGB adoption approval	Chair of Governors per LGB
Reviewers	Position
Jason Field	CFO The MAST
Tim Wade	Trust representative

Section Number	Content	Page Number
1.0	Introduction	3
2.0	Charging	3
3.0	Remissions	4
Appendices		
A	Application for Remission from Charges/Academy Uniform Support	6

## **1.0 Introduction**

- 1.1 The Mast Academy Trust recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards students' personal and social education.
- 1.2 The Mast Academy Trust aims to promote and provide activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional activities.
- 1.3 While wishing to promote and provide as broad a range of such activities as possible for the benefit of all students, The Mast Academy Trust reserves the right to make a charge for certain activities organised by the Academies from time to time.

## **2.0 Charging**

### **2.1 Optional Extras**

2.1.1 The Academy endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity.

2.1.2 Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges will be made.

### **2.2 Charging for residential activities**

2.2.1 If the activity is during Academy term time, charges will be made for the board and lodging element of such activities. Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each student.

2.2.2 All such charges will be made in line with government guidelines and will be designed to cover cost only.

2.2.3 The Academy reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions.

### **2.3 Materials, Equipment and Ingredients**

2.3.1 The Mast Academy Trust reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in Academy hours, for example during design and food technology lessons for students. This will be at the discretion of the Academy.

2.3.2 It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside Academy hours and which are purely voluntary and optional. (It remains the parent/carer's responsibility to supply Academy uniform including PE Kit).

### **2.4 Examination Fees**

2.4.1 No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the Academy. If a student fails without reasonable cause to complete the examination requirements of any public examination for which the Academy has paid the entry fee, the fee involved will be recovered from the student's parents/carers. Where this is the case, in exceptional circumstances, such as the illness of the student, the fee payable by parents/carers may be remitted by the Academy.

2.4.2 Where a student and his / her parents wish to enter a public examination for a subject/course not delivered by the Academy, a charge for the cost of entering the student for the examination may be taken if previously agreed by the parent/carer.

2.4.3 The Academy recommend which of those candidates who did not reach their potential grade should be re-entered for exams at the Academy's expense (Exams Office).

2.4.4 Parents/carers can request to pay for a re-sit if the Academy has not already recommended for this to take place. In this circumstance, and where the Academy has not prepared the pupil for the examination, the Academy will have the right to charge for the exam entry fee.

## 2.5 Music Tuition

2.5.1 There is a charge for individual tuition in the playing of a musical instrument whether in or out of Academy hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. Any such tuition must be delivered with the agreement of parents/carers. The costs of music tuition will not exceed the cost of providing it, including, amongst other things, the cost of providing a music teacher.

## 2.6 Community Users

2.6.1 The Academy may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs.

## 2.7 General

2.7.1 The cost of repairing damage and replacing Academy property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence. Parents/carers are reminded that students should not bring valuables into the Academy and understand that the Academy takes no responsibility for any items lost.

2.7.2 The Mast Academy Trust may from time to time review charges made for particular trips and charges may change according to this reassessment of costs.

2.7.3 Nothing in this policy statement precludes The Mast Academy Trust from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

## 2.8 Learning outside the classroom guidance

2.8.1 Further best practice for charging can be found on the learning outside the classroom website <http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

### 3.0 Remissions

- 3.1 Parents/carers may apply to The Mast Academy Trust for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case by case basis. The Mast Academy Trust may from time to time decide to remit all or part of the cost of activities involving particular students. This will be at the discretion of the senior management of the Academy. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made.
- 3.2 When arranging a chargeable activity, The Mast Academy Trust will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the Application for Remission form and forward it to the Academy Finance Office and, if requested, provide proof of their income or benefits.
- 3.3 Authorisation of remission will be made by the nominated deputy of the Head Teacher and/or School Business Manager. All parents/carers, however, will have the right of appeal to the Academy, with the decisions of the Head Teacher being final.
- 3.4 Parents/carers providing proof of being in receipt of one of the following will be given remission support of charges for chargeable visits:
- Universal Credit (as prescribed in government guidelines on roll-out)
  - Income Support
  - Income-based Jobseeker's Allowance
  - Child Tax Credit, as long as they do not receive Working Tax Credit.
  - the Guarantee Element of the State Pension Credit
  - support under part VI of the Immigration and Asylum Act 1999
  - an income related employment and support allowance that was introduced on 27 September 2008

More detail can be found at <https://www.gov.uk/apply-free-school-meals>

- 3.5 Other exceptional circumstances may be considered by the senior management team at the Academy.
- 3.6 In the case of uniform support or other chargeable activities remissions will be at the discretion of the Senior Management Team at the Academy.

**APPENDIX A**

**Application for Remission from Charges/Academy Uniform Support**

Date:	Name of Student:
Name of Parent/Carer:	Signature of Parent/Carer:  Date:
Activity/ Funding required for:	Total Cost:
Reason for application/circumstances <i>(Please give details of benefits currently received)</i>	

<b>To be completed by the Academy</b>	
<b>Granted / Not granted</b>	
Amount and breakdown of subsidy granted:	Approved by: Finance Director/ Headteacher to sign
Time given to pay:	Date:
Can this be funded from Activities For All grant?	Other funding/Budget area?
<b>Distribution List: (if applicable)</b>	
Finance Office:	Principal:
Trips Leader:	Other: