



Charging and Remissions Policy

Policy owner:	Chief Financial Officer
Approved by:	Finance and Resources Committee
Ratified by:	Trust Board
Date:	January 2025
Date of next review:	January 2028

Introduction

The Coastal Collaborative Trust (the Trust) recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards students' personal and social education. The Trust aims to promote and provide such activities both as part of a broad and balanced curriculum, and as additional optional activities.

The Trust is committed to ensuring equal opportunities for all students and has developed this policy to ensure that all students can access these activities and experiences, regardless of financial circumstances.

For the purposes of this document, 'parent' means any parent, carer, or person with parental responsibility for a student.

Charging Policy

1. Activities without Charge

There will be no charge for the following:

- a. Admissions.
- b. Education provided wholly or mostly during academy hours. This includes the supply of any materials, books, instruments and other equipment.
- c. Education provided outside academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the student is being prepared for at the academy, or part of religious education.
- d. Instrumental and vocal music tuition for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carers.
- e. Entry for a prescribed public examination, if the student has been prepared for it at the academy.
- f. Instrumental and vocal tuition for children in care.

2. Chargeable Activities

The academy may recover the full costs of the following activities listed below, but charges will not exceed actual cost. If income from charges does exceed actual costs, money will be refunded. This refund will

only be given when the sum to be refunded equals £10 or more per student. Charges may be made for optional extras.

- a. Educational or other activities provided wholly or mainly outside academy hours which are not:
 - i. Part of the National Curriculum
 - ii. Part of a syllabus for a prescribed public examination, which the student is being prepared for at academy.
 - iii. Part of religious education.
- b. Board and lodgings on residential visits.
- c. Cost of entering a student for a public examination not prescribed in regulations, and for the cost of preparing a student for that examination outside academy hours.
- d. Cost of entering a student for a prescribed public examination including re-sits where no additional preparation has been provided by the academy.
- e. Provision of instrumental and vocal tuition, which takes place during the academy day, and which has been requested by parents/carers.
- f. Transport (other than transport that is required to take the student to an academy or to other premises where the local authority has a statutory duty to provide transport).
- g. Any materials, books, instruments, or equipment, where the student's parent wishes him/her to own them.
- h. Extended day services offered to students (for example breakfast club, after-school clubs, supervised homework clubs).
- i. Items as indicated in the annual 'Student Essential Information Booklet' for 16-19 Academy students.
- j. Community facilities (see academy lettings policy).
- k. Optional activities which are not run by the academy, which take place during the academy day, may incur a charge from the organisation offering the activity.

In calculating the cost of optional extras, an amount may 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; this includes supply teachers engaged specifically to provide the optional extra; and
- the costs, 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.
- the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore

include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during academy hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from the academy accompanying students on a residential visit.

Parents will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

3. Examination Fees

- a. Entry for a prescribed public examination including re-sits decided by the academy provided that a student has been prepared for it at the academy will not be charged.
- b. However, where a student has not been prepared for a prescribed public examination by the academy, the Trustees may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examinations, whether or not prepared by the academy.
- c. If a student fails without good reason to complete the examination requirements for any public examination for which the academy has paid (or is liable to pay) an entry fee, then the Trustees may recover the fee from the parent.
- d. Where a parent/student approaches the academy to request a review of an exam script, the cost charged by the Exam Board shall be borne by them.
- e. The cost of entering a student for a prescribed public examination including re-sits where no additional preparation has been provided by the academy will be chargeable to the parent.

4. Assessment Appeal Fees relating to qualifications

- a. If a candidate has a query about the mark that is being submitted to the Exam Board, an appeal can be made to the academy initially via the class teacher who will provide the grade criteria. If this is not satisfactorily resolved, then the Head of Subject should be contacted in writing giving the reasons why the candidate disagrees with the mark awarded.
- b. Should the candidate still disagree with the mark awarded, then a review will be carried out by an assessor who has appropriate competence and who has no previous involvement in the assessment of the candidate. The candidate will be informed of the outcome of the review in writing.
- c. There will be a charge by the Exam Board to process the appeal and this cost should be paid by the parent before the appeal is submitted.

Uniforms

The Trust has formal uniform policies in place (excluding 16-19 academies) and is committed to ensuring that uniform is available at a fair and reasonable price. The Trust would want to ensure that no family feels unable to apply for a place at an academy for their child because of uniform costs. Parents of students in this situation should contact the academy so that consideration can be given as to whether any financial support can be made available.

Remissions Policy

The academy may ask for voluntary contributions towards the cost of academy-time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently.
- where there are insufficient contributions to make the activity viable, or the academy cannot find it from some other source, then the activity will be cancelled.
- all requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to contribute.

There will be no charge for board and lodgings for students whose parents are receiving specified benefits. This is subject to change but usually equates to students being eligible for free school meals (due to the receipt of specified benefits). Current eligible benefits can be found on the DfE (Department for Education) website.

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate Trustees approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Deliberate/Malicious Damage to Academy Property

Where a student is found to be responsible for deliberate and/or malicious damage to academy property or equipment, parents may be asked to meet the cost of repair or replacement.

