



The Kemnal Academies Trust

Charging and Remissions Policy

Department owner: Finance
Policy effective from: September 2021
Policy duration: Three Years ¹
Next review date: August 2024
Mandated adoption required Yes
Upload to website required No

¹ Significant variations to this policy will be circulated via formal addendum if released before next review date.

Contents

1. [Purpose of Policy](#)
2. [Statement of Intent](#)
3. [Scope of Policy](#)
4. [Other TKAT Documents to be used in conjunction with this policy](#)

Purpose of Policy:

This policy sets out expectations of The Kemnal Academies Trust (TKAT) and the due regard to promote and provide activities both as part of a broad and balanced curriculum for the students of TKAT's academies, and as additional optional activities and the relevant charges and remissions available to pupils and parents and/or carers

This policy is particularly relevant to staff responsible for raising charges and offering remissions on applicable educational activities and should also be shared with parents/carers as and when requested.

Statement of Intent:

As per its Master Funding Agreement with the Department for Education (DfE), the Trust is committed to complying with the Education Act 1996 with specific due regard to sections 402, 450-457 and 459-462.

The Trust has prepared this policy in line with the DfE [Charging For School Activities](#) departmental advice.

Scope of Policy:

TKAT recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards students' personal and social education. While wishing to promote and provide as broad a range of such activities as possible for the benefit of all students, the Trust reserves the right to make a charge for certain activities organised by the academies from time to time.

The Trust's processes for charges are laid out as follows:

Optional extras:

TKAT 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 the 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. 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.

Voluntary contributions:

TKAT may ask for voluntary contributions for the benefit of the academy or any academy activities. If the activity cannot be funded without voluntary contributions, the Academy will make this clear to parents at the outset. There will be no obligation to make any contribution.

Charging for residential activities:

If the activity is outside academy hours, 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 the 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. All such charges will be made in line with DfE guidelines and will consider the circumstances of individual parents/carers. TKAT reserves the right to cancel trips if they become economically unaffordable. Adequate notice will be given to notify parents/carers of such decisions.

Materials, equipment & ingredients:

TKAT reserves the right to ask for a voluntary contribution towards the cost of materials and equipment relating to activities taking place in academy hours, this will be at the discretion of the academy.

TKAT reserves the right to ask for a contribution from parents/carers towards the cost of ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product.

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 uniforms including PE Kit).

Examination fees:

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.

Where a student and his/her parents/carers 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 made if previously agreed by the parent/carer.

The academy will recommend if any candidates who did not reach their potential grade should be re-entered for exams at the academy's expense (Exams Office). Parents/carers can request 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 parents/carers for the exam entry fee.

Music Tuition:

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 will only be delivered with the agreement of parents/carers. The costs of music tuition will not exceed the cost of providing it including the cost of providing a music teacher.

Community Users:

The Trust 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. In cases such as these a charge will be made to

cover the expenses incurred by the academy. Any profit generated will be spent on the purposes of the school and/or on community facilities.

General:

The cost of repairing damage and replacing academy property or equipment (lost, defaced or damaged) is 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. TKAT may from time to time amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the academies from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

Surplus balances:

Around the time that a student leaves the Trust, any remaining surplus balances attributable to each student(s) over £5 in value should be offset against any outstanding balances on the same student's other accounts, or refunded if there are none.

Parents/carers may be given the option to donate any remaining balance(s) to the academy.

The Trust's processes for remissions are laid out as follows:

Parents/carers may apply to TKAT academies 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.

TKAT 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 TKAT's academies.

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. When arranging a chargeable activity, TKAT will invite parents/carers to apply in confidence for the remission of charges in part or in full.

To qualify for financial support, parents/carers must first make initial contact with the relevant academy school office to request the appropriate forms and, if requested, provide proof of their income and/or eligible benefit.

Authorisation of remission will be made by the respective academy Headteacher on behalf of the Local Governing Body. All parents/carers will have the right of appeal to the academy, if necessary, which is normally represented by the Chairman or Vice-Chairman of the Local Governing Body.

Parents/carers providing proof of being in receipt of [any eligible benefit\(s\)](#) may be given full remission of charges for chargeable visits.

Other TKAT Documents to be used in conjunction with this policy:

This policy should be considered and used in conjunction with the following other TKAT policies and/or handbooks:

1. TKAT Bad Debt Policy