



CHARGING AND REMISSIONS POLICY

Document creation, approval and review

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Signature of Andy Berry On behalf of sponsor		Date 15/06/22
Signature of Peter Elliott On behalf of Bridgwater & Taunton College Trust		Date 15/06/22

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CHARGING AND REMISSIONS POLICY

Purpose of Policy

The Bridgwater and Taunton College Trust believes that all our students should have an equal opportunity to benefit from academy activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

Relationship to other policies

This policy compliments academy equal opportunities policies, curriculum policies, finance policies, educational visits policies and the teaching and learning policies.

Roles and responsibilities of Headteacher, other staff and governors

The Headteacher and staff will ensure that the following applies:

1. *No charges will be made for*

- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside academy 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 academy, or part of the academy's basic curriculum for religious education.
- Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during academy hours. However, Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside academy hours if it is part of the National Curriculum or part of the academy's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from academy accompanying students on a residential trip.
- Transport provided in connection with an educational trip. However, Voluntary Contributions may be requested.
- For examination fees that are on the National Curriculum

2. *Activities for which charges may be made*

- Activities outside academy hours – Non-residential activities (other than those listed in 1 above), which take place outside academy hours, but only if the majority of the time spent on that activity takes place outside academy hours (time spent on travel counts in this calculation if the travel itself occurs during academy hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during academy time. However,

students whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside academy time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.

- Music tuition – for individuals or groups of any appropriate size.

3. *Families qualifying for remission or help with charges*

In order to remove financial barriers from disadvantaged students, the BTCT has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed £16190 (2012/13 Financial Year)
- Guaranteed state pension
- Universal Credit
- Or whose child qualifies for Pupil Premium

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

4. *Additional considerations*

The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the academy year so that parents can plan ahead
- We have established a system for parents to pay in instalments or through the student's activity accounts
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against students from families on lower incomes and we will avoid that method of selection.

5. *Other Charges*

- Examination fees when the student was not prepared for the examination at the academy or the examination is not on the National Curriculum, but the academy arranges for the student to take it
- Recharge for examination fees if a student fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee
- Re-sits for public examinations where no further preparation has been provided by the academy

- Charge for breakages and replacements as a result of damages caused wilfully or negligently by students.