

# NMAT CHARGING AND REMISSIONS POLICY for all Academy activities (Statutory)

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## **1. Introduction**

Our Trustees acknowledge the right of all of our students to receive Free State funded Academy education and understands that activities offered wholly or mainly during normal learning time must be made available to all students regardless of their parents' ability to help meet the cost.

However, our Trustees also reserve the right to levy specific charges in any circumstances they deem necessary and within the guidelines of the Education Reform Act of 1988. Without such charges being raised, the many and varied activities which NMAT offers its students would be severely limited. Our Trustees believe that such a limitation would be severely detrimental to the broader education of many of our students.

## **2. What does the Trust's academies raise charges for?**

### **2.1 Educational Trips and Visits**

The Education Act of 1996 confirmed the right of schools to invite Voluntary Contributions for the benefit of our Academy, or in support of any activity organised by the Academy - whether during or outside the Academy working day.

Educational visits are rarely provided by our Academy at no cost to families. In most cases, a voluntary contribution will be required by the Academy to meet the costs of the educational visit.

The Trust therefore reserves the absolute right to determine the level of all voluntary contributions for all Educational visits. In determining such levels of contribution, we will focus exclusively upon the viability of the trip/visit.

Please see the NMAT Journeys/Visits and Insurance Policy for more details.

The Trust can charge for board and lodging and transport but the charge must not exceed the actual cost.

### **2.2 Academy Uniform**

Please see the relevant Academy's Uniform Policy for more details.

### **2.3 Material, books, instruments or equipment.**

Anything that the child's parent/carer wishes to provide for the student.

### **2.4 Lost/Damaged/Broken Academy Property**

The Trustees reserve the right to ask parents/carers to meet the full cost, or a proportion of the cost, for any Lost / Damaged / Broken Academy property – except when caused by fair wear and tear.

In ALL cases of wilful Loss/Damage/Breakage, parents/carers will be asked to meet the full cost(s) of repair or replacement.

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### 2.5 Individual Tuition

Trustees reserve the right to ask parents/carers to meet any costs associated with individual tuition in the playing of musical instruments whether in or out of Academy hours (UNLESS it is provided as part of a specification for a prescribed public examination or is required by the National Curriculum).

Trustees also reserve the right to ask parents/carers to meet any costs associated with 'optional extras' provided by the Academy – both within and without the Academy working day. Participation in such optional extras is always entirely voluntary.

### 2.6 Finished Products/Charging in Kind

Where parents/carers have expressed a wish in advance to have a finished product made at Academy (e.g. in D&T, Art etc) a charge will be made at cost price. Parents/carers will know the charge for such products in advance.

'Vulnerable Students' will be able to access PPG funding for specific costs for projects within certain subjects e.g. D&T. These costs will have been agreed between departments and the relevant Senior Leader and parents/carers notified in advance when charging letters are issued.

### 2.7 Examination Entry Fee – including 're-sits'

Trustees will routinely expect the Academy to meet all the costs of all initial public examinations for all students. The Academy will not, however, meet even those initial costs when students have failed to attend the examination. The Academy will, routinely, pay for one examination re-sit unless extenuating circumstances dictate that we fund more. However, for any student who has failed to attend any examination, the Academy will not, routinely, fund any re-sits including the first.

Parents/carers will NEVER be charged for examination re-sits where extenuating circumstances exist – e.g. when a student has been ill. Parents/carers should seek advice from the Exams Officer in such circumstances.

## 3. Remissions

In some circumstances, the school may not charge for items or activities set out in the section 2 of this policy. This will be at the discretion of the Trust Board and will depend on the activity.

### 3.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- › 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)

#### **4. Refunds**

If an activity or trip is cancelled by the Academy, a full refund will be applicable. Where such events are forcibly cancelled by the Trust but through no fault of the Academy (e.g. staff industrial action, unusual weather etc.) refunds will **not** be applicable.

If a student withdraws from an activity or trip, a refund will only be paid if the place can be filled by another student or if the Academy is refunded for paid transport, accommodation and entrance fees. Such refund will be subject to an administration charge of £5 as with the dispensing of surpluses (see the Academy's Journey/Visit and Insurance Policy).

Where applicable, individual trip letters will give details of any 'cut-off' dates for non-refundable elements of activity or trip costs.

#### **5. Equal Opportunities**

The Executive Principal will ensure that the Academy's equal opportunities policies are observed in implementing the policy.

#### **6. Responsibilities**

Trustees are responsible for making and reviewing the policy in line with our Policy Review Schedule.

The NMAT Chief Operating Officer is responsible for the implementation of the policy and ensuring that staff, parents/carers and students know the details as appropriate, in conjunction with the Academy's Local Governing Body.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g. the Educational Visits Coordinator).

#### **7. Monitoring and Review**

The NMAT COO will report on the policy to the Executive Principal as appropriate.

The Executive Principal and/or NMAT COO will report to the Trust Board on any relevant aspects of the working of the policy as appropriate.

This policy is written in conjunction with the '[Charging for School Activities](#)' advice from the DFE (May 2018).