



The Star Multi Academy Trust

Charging and Remissions Policy

Issue No	Author	Date Written	Approved by Trustees on:	Comments
V1	M Boyes	Jan 2023	Jan 2023	Next Review Date – January 2024
V2	M Boyes	April2024	30 April 2024	No Changes Next Review Date – January 2025
V3	M Boyes	February 2025	11 February 2025	Section added at the end of Section 2 relating to Subject Access Requests. Next Review: Jan/Feb 2026

PURPOSE

This policy outlines the STAR Multi-Academy Trust approach to charging, particularly in relation to educational visits and trips.

1. Introduction

The STAR MAT recognises the valuable contribution that a wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards a pupil's all-round educational experience and their personal and social development.

Throughout this policy, the term "parents" means all those having parental responsibility for a child.

2. Charging

Our schools will not charge for:

- Education provided during school hours including the supply of any materials, books, instruments, or other equipment.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Admission applications to our schools.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy, except where the request for the re-sit is made solely by the parent and not the school.
- Transporting registered pupils to or from the school premises, or an alternative location where the governing body or local authority has arranged for pupils to be educated, where the local authority has a statutory obligation to provide transport.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the National Curriculum.

Our schools reserve the right to make a charge in the following circumstances for optional extra activities organised by the school:

- *School trips and residential in school time:* the board and lodging element of the

residential experience and/or outdoor pursuit courses.

- *Activities outside school hours:* the full cost for each pupil for transport journeys, trips and overnight accommodation and subsistence in the UK and abroad which take place at weekends and during holidays, which are deemed to be optional extras.
- *Materials:* the cost of materials or ingredients for subjects where parents have indicated in advance that they wish to own the final product.
- *Instrumental or vocal tuition:* (i) the cost of any instruments, equipment, facilities, and staff time provided in connection with the provision of tuition outside school hours. (ii) following a specific request by a parent for tuition in school hours unless this is an essential part of the National Curriculum or provided under the first access to Key Stage 2 Instrumental and Vocal Tuition Programme.
- *Acts of vandalism and negligence:* our schools reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil or parent.
- *Examination fees:* if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, and will be refundable if the student attends for the examination.

If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the academy has paid an entry fee, the academy may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made or for a module or whole exam to be re-taken.

In some cases, we will charge for administration costs associated with completing a Subject Access Request.

3. Remissions

Our schools may remit charges in full or in part to parents after considering specific hardship cases. The school/Trust invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher at each school holds discretion to authorise remission.

Charges for board and lodging are automatically remitted where the parents meet certain criteria. Since April 2003, the eligibility criteria that entitles families to an exemption from paying for the cost of board and lodging on residential visits has been aligned with free school meals eligibility criteria. This exemption, including how receiving certain state benefits will automatically qualify for remission, will be reiterated in any correspondence regarding a residential trip.

4. Insurance

Any insurance costs will be included in charges made for trips or activities.

5. Voluntary contributions

Nothing in this policy statement precludes our schools from inviting parents to make voluntary contributions. Our schools should make clear that such contributions are entirely voluntary, and that children of parents who do not contribute will not be discriminated

against. Our schools will make it clear that if insufficient contributions are received, in certain circumstances, the trip may have to be cancelled.

6. Charging and Remissions Procedures

- a) Staff organising a trip, club or activity will notify parents in advance of any likely costs. This will be done by letter, with a reply slip for parents to accept the proposed costs. The letter will contain details of the remission arrangements as set out in this policy.
- b) The organising member of staff, in agreement with the school's administration and/or finance teams, will set out the arrangements for collection of costs to parents.
- c) The organising member of staff will agree the process for the collection of monies with the school's administration and/or finance teams.
- d) Collection of unpaid or late monies will be the responsibility of the school's administration and/or finance teams.
- e) The school's administration and/or finance teams will keep accounts of all trips, clubs, or activities.

7. Legislation

This policy has been written in accordance with sections 449-462 of the Education Act 2011.