

drb Ignite Multi Academy Trust

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# Charging and Remissions Policy

## drb Ignite Multi Academy Trust Vision Statement

### Vision

The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformewhat goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our vision is to give every child learning experiences that excite them and give them the power to begin to shape their own lives.

Our vision:

*all pupils achieve the highest standard of educational outcomes regardless of circumstances or background.*

### Rationale

The schools within the drb Ignite Multi Academy Trust operate on a local level. Ideally the schools would like to make no charge to parents or pupils for any activity that is relevant to educational provision, which occurs inside or outside the schools. The limits of schools' budgets, however force schools to make charges for certain activities and this policy outlines those areas.

The schools recognise the valuable contribution that additional activities, including clubs, trips, residential and experiences of other environments, can make towards pupils' all-round educational experience and their personal and social development.

In order to promote and provide as broad a range of such activities as possible for the benefit of all pupils, Trust schools reserve the right to make a charge for certain activities.

### Policy

#### Charging

Trust Schools reserve the right to make a charge in the following circumstances for activities organised by the school:

1. School trips and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses;
2. Activities outside school hours: the full cost for each pupil of journeys, trips and overnight stays in the United Kingdom;
3. Materials - the cost of materials or ingredients for design and technology and food technology if parents have indicated in advance that they wish to own the final product;

4. Acts of vandalism and negligence - Trust 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;

### **Remissions**

Where the parent of a pupil is in receipt of qualifying state benefit(s), Trust Schools will remit in full the cost of board and lodging for any residential activity that is organised for the pupil and which takes place within school time.

Trust schools may remit charges in full or in part to other parents after considering other specific hardship cases. Trust schools invite parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of the Executive Governance Group as appropriate.


### **Insurance**

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

### **Voluntary contributions**

Nothing in this policy statement precludes Trust schools from inviting parents to make voluntary contributions. Schools should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

**Monitor & Review**

<b>Monitoring and review</b>	Finance Committee
<b>Links</b>	Academies Financial Handbook Pupil Premium statement of expenditure
<b>Staff responsible</b>	Headteachers of all Trust schools Chief Financial Officer
<b>Committee responsible</b>	Board of Trustees
<b>Date approved</b>	<b>November 2017</b>
<b>Reviewed</b>	November 2019
<b>Next review</b>	November 2021
<b>Sign off by Chair of Trust</b>	 Date: November 2019

\*Please note that should there be any changes/further national guidance issued relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

**Change Management**

Issue No.:	Change date:	Change description:
1.0	Nov'17	Initial release
2.0	Aug'18	Rebranded
2.0	Nov'18	Signed off and released
3.0	Nov'19	Checked, no content changes, signed off and published