

Catch22 Independent Schools Policy

Charging and Remissions Policy

Include Suffolk

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This policy will be reviewed biennially.

Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Head Teacher
Queries to:	Head Teacher
Date created:	October 2018
Date of last review:	August 2023
Date of next review:	August 2025
Catch22 group, entity, hub:	Catch22 Education
4Policies level (all staff or managers only)	Head Teachers

Catch 22 Independent Schools Education

Intent Statement

Catch22's Vision:

To deliver better social outcomes through transforming public service through the 3Ps:

Place

Supporting people to find, retain, transition safely into homes and communities

Purpose

Working with people to achieve their purpose in education, employment or training

People

Building networks of people around individuals

Our Education Mission:

To enable young people to progress and succeed in sustained education, training or employment.

We do this through engaging young **people** positively with their **purpose** through learning and future life aspirations. All our pupils achieve positive outcomes, thrive and enjoy a quality education that is delivered by skilled, passionate **people** with high expectations in a **place** that is safe, high quality and appropriate.

Our schools and academies cater for young people aged 4-16 who are outside of mainstream education, many of whom have troubled and challenging backgrounds. We embody our vision in all we do to ensure our pupils are supported fully to achieve these goals.

Our Educational Intent:

Evidenced in this policy?

Brilliant basics, magic moments • Support pupils to gain academic qualifications, experiences and the skills needed to move successfully to the next stage in life. • Provide a values-based curriculum, working with pupils to build their spiritual, moral, social and cultural capital and personal development Relationships beat structures • Treat pupils as individuals and help them to build bright futures in both their personal and professional lives	
Things about you, built with you, are for you • Understand pupils' unique needs and help them overcome their barriers to learning • Engage pupils with a broad and rich curriculum so they can realise their ambitions • Make our pupils' voices heard and harness participation to benefit pupils and help our schools to improve. Unleash Greatness • Have high aspirations for our pupils so they leave us prepared for life in modern Britain and the wider world. • Instil belief in pupils so they can progress and succeed in education, training and employment Let robots be robots and humans be human • Ensure pupils have a rounded understanding of themselves and the world around them. • Harness curiosity and nurture a love of learning. • Support and protect our pupils to be safe and feel safe online and offline. Incubate, accelerate, amplify Embrace the values of 'Rights Respecting Schools'; helping pupils thrive as individuals both as members of their school and the wider community.	

1. What is the policy about?

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy aims to:

- Describe the robust, clear processes in place for charging and remissions;
- Clearly set out the types of activity for which charges can be made and when charges will be made;
- Ensure that a good range of visits and activities is offered, whilst trying to minimise the financial barriers which may prevent some pupils taking full advantage of these opportunities.

2. Who does this policy apply to?

Catch22 Headteachers, commissioners, local governing bodies, staff, parents, external partners, and local authorities.

3. Policy requirements

3.1 Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

3.2 Roles and responsibilities

The Catch22 board

The Catch22 Education Committee has overall responsibility for approving the charging and remissions policy but can delegate this to the Accounting Officer. The Headteacher and the Local governing Body have overall responsibility for monitoring the implementation of this policy.

The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently;
- Notifying the Headteacher of any specific circumstances about which they are unsure, or where they are not certain whether the policy applies.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

3.3 Where charges cannot be made

Education

- Admission applications;
- 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;
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the School;
 - Religious education;
- Musical instrumental or vocal tuition, for pupils learning individually or in groups, if the tuition is required as part of the National Curriculum;
- Entry for a prescribed public examination if the pupil has been prepared for it at the School;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the School.

Transport

- Transporting registered pupils to or from the School premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement where they have been prepared for that examination at the School;
- Transport provided in connection with an educational visit.

Residential visits

- Education provided on any visit that takes place during school hours;

- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum;
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the School;
 - Religious education;
- Supply teachers to cover for those teachers who are absent accompanying pupils on a residential visit.

3.4 Activities for which charges may be made

Non-residential activities

Activities other than those listed above, which take place outside school hours may be chargeable but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Education

- Any materials, books, instruments or equipment which the pupil's parent wishes for them to own;
- Optional extras (see below);
- Music and vocal tuition, in limited circumstances; • Certain early years provision;
- Community facilities.

Optional extras

The school are able to charge for activities known as 'optional extras'. In these cases, the School can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time which is not part of:
 - The national curriculum;
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the School;
 - Religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School;
- Transport (other than transport required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea, and supervised homework sessions).

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra);
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. No charge will include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

The school can charge for vocal or musical instrumental tuition provided either individually or to groups of pupils, provided that pupil's parent has requested or approved this tuition. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum;
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme;
- For a pupil who is looked after by a local authority.

Residential visits

Charges can be made for board and lodging on residential visits, but the charge must not exceed the actual cost.

3.5 Voluntary contributions

As an exception to the cases where charges cannot be made, the School is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the School is unable to raise enough funds for an activity or visit, then it will be cancelled.

3.6 Families qualifying for remission or help with charges

Remissions

In order to remove financial barriers for disadvantaged pupils, the Local Governing Body (LGB) may agree 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 who can prove they are in receipt 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190);
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit);
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits).

Additional categories of parents may claim help with certain costs in some circumstances, which will be decided by the LGB considering as to whether or not additional help is appropriate.

3.7 Additional considerations

The School 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 adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead;
- Have in place a system which allows parents to pay in instalments;
- When an opportunity for a trip arises at short notice it will be made possible to arrange to pay by instalments beyond the date of the trip;
- There is the acknowledgement that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and this method of selection will not be permitted.

4 Definitions

- **Charge** – A fee payable for specifically defined activities.
- **Remission** – The cancellation of a charge which would normally be payable.

5 Related policies

The policy links to the following policies and documents

- Equal Opportunities Statement
- Curriculum Policy
- Education Plan
- Academies Financial Handbook
- External Visits Policy

6 Appendices

Appendix 1 – Include Suffolk - Local Addenda to the Charging & Remissions Policy

Addenda to the policy for specific local needs can only be added here once they have been signed off by the Local Governance Board and approved by Catch22 Education.

Annex 1: Equality Impact Assessment

1. Summary

This EIA is for:	Charging and Remissions Policy
EIA completed by:	Education Chief Finance Officer
Date of assessment:	November 2020
Assessment approved by:	Education SLT

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. Whilst currently only public bodies are legally required to complete EIA's under the Equality Act 2010, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

Policy owners are required to complete or review the assessment indicating whether the policy has a positive, neutral or negative impact for people who it applies to and who share one or more of the 9 protected characteristics under the Equality Act 2010.

Definitions are based on the Equality & Human Rights (EHRC) guidance.

Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of this policy have been fully considered and addressed, whether or not people share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Please give details including any mitigation for negative impacts
Age Does this policy impact on any particular age groups or people of a certain age?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of age. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their age.
Disability Does this policy impact on people who have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of any disability. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of any disability.
Gender reassignment (transsexual, transgender, trans) Does this policy impact on people who are transitioning from one gender to another (at any stage)	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their gender at any given time. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their gender.
Marriage and civil partnership Does this policy impact on people who are legally married or in a civil partnership?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of marital status. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their marital status.

Pregnancy and maternity (in work this is linked to maternity leave, nonwork this is for 26 weeks after giving birth) Does this policy impact on people who are pregnant or in their maternity period following the birth of their child?	☐	☒	☐	It is not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race Does this policy impact on people as defined by their race, colour and nationality (including citizenship) ethnic or national origins	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their race, origin, colour or nationality. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Religion and belief Does this policy impact on people who practice a particular religion or none, or who hold particular religious or philosophical belief or none?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of religion or beliefs. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Sex Does this policy impact on people because they are male or female?	☐	☒	☐	The policy applies equally to all members of staff and pupils regardless of their sex. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their sex.
Sexual orientation Does this policy impact on people who are sexually attracted towards their own sex, the opposite sex or to both sexes?	☐	☒	☐	The policy applies equally to all staff and pupils regardless of their sexual orientation. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on members of staff or pupils because of their sexual orientation.

3. More information/notes

N/A