

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Charging & Remissions Policy



Aim of this policy:

We believe that all our learners should have an equal opportunity to benefit from Build-a-Future (BAF) 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 and, at the same time, try to minimise the financial barriers which may prevent some learners taking full advantage of the opportunities.

This policy has been formulated in accordance with the Department for Education guidance on 'Charging for School Activities.' This policy is intended to set out any potential charges to parents/carers and is not intended for partner schools/ Academies and Local Authorities who commission places at BAF. Charges for commissioned placements at the BAF will be agreed by the Governing Body annually and published on the website.

Responsibilities:

The Governing Body of BAF are responsible for determining the content of the policy and the Headteacher for implementation

### 1. Prohibition of Charges

- The Governing Body of BAF recognise that legislation prohibits charges to parents for the following:
- 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 BAF Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at BAF, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at BAF. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at BAF.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place 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 BAF, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying learners on a residential trip.
- Transporting registered learners to or from BAF premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered learners to other premises where the Governing Body or local education authority has arranged for learners to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at BAF.
- Transport provided in connection with an educational trip.

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### 2. School meals

There is no charge for learners who are entitled to free school meals. Learners who are not entitled to free school meals will be charged a set amount for menu items as published at the point of sale.

### 3. Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the learners, BAF will ordinarily meet the costs of the visit. In exceptional circumstances, BAF may invite parents to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not received, then the activity may have to be cancelled. If a trip goes ahead, it may include learner whose parents have not paid any contribution. We do not treat these learners differently from any others. If a parent wishes their learner to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, the learner will still be able to participate fully in the trip or activity.

### 4. Residential activities

Build-a-Future will not charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at BAF, or part of religious education.
- supply teachers to cover for those teachers who are absent from school.
- accompanying learners on a residential visit.
- travel costs where the residential activity is classed as being within school hours.
- residential activities that take place during school hours.

Voluntary Contributions may in exceptional circumstances be sought from parents to contribute towards the cost of residential trips and activities and if sufficient voluntary contributions are not forthcoming then the trip or activity may be cancelled. If a parent wishes their learner to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, the learner will still be able to participate fully in the trip or activity.

### 5. Transport

Build-a-Future currently charges partner schools/Academies for transport. LCC often provides transport. BAF may utilise Access Voluntary Drivers to keep charges as low as possible. Parents and carers are not charged for any transport to and from BAF.

### 6. Damage to property and breakages

Where school property has been wilfully damaged by an individual BAF may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a learner, and BAF has been charged, BAF may charge some or all of the cost to those responsible. Whether or not these

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charges will be made will be decided by the Headteacher and dependent on the situation.

### 7. Remissions and concessions

BAF will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support.
- Income based Job-seekers Allowance.
- Learner Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999.
- Guaranteed Element of State Pension Credit.
- Income related employment and support allowance.

Learners of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher will authorise the remission of charges. BAF may choose to subsidise part or all of the payment of some charges for certain activities and learners, and this will be determined by the governing body and headteacher.

### 12. Inability or unwillingness to pay

Build-a-Future is committed to ensuring fair access and treatment of all learners, and this means ensuring that no learner is excluded from an activity because the parents or carers of that learner is unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the learner or parents of the learner who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.