

QCEST Multi-Academy Trust

Charging and Remissions Policy

Reviewed: Autumn term 2018
Next Review Date: Autumn 2019

Chair of Finance signature

Date

QCEST Multi-Academy Trust recognizes the importance of the provision of a wide range of activities to enrich the education and personal development of the pupils at our trust. We believe that activities and trips are an important part of their development and endeavor to provide a multitude of activities, both curricular and extra-curricular, for this. Legislation determines what trusts can and cannot charge for and this policy has been published to clarify what the trust can and cannot charge for.

1. After Trust Clubs

The trust provides pupils with a wide range of after-trust clubs including drama, football, dance, music and cooking. From time to time we may change clubs or introduce new ones. We believe that these clubs offer children an opportunity to develop new skills and assist parents who find it difficult to reach trust by 3pm due to working commitments.

Legislation states that '*trusts may charge for optional extras*' which includes '*extended day services (e.g. breakfast clubs, after-trust clubs, tea and supervised homework sessions)*).

QCEST Multi-Academy Trust has taken the decision to charge £5 to contribute toward transport costs since the recent removal of the local authorities provision of transport for extended (3 – 7) after trust clubs. However, the governing body is at liberty to review and amend this decision if it is deemed appropriate.

2. Breakfast Club

It is important that children have breakfast before starting the trust day and research shows that not having breakfast can have a negative impact on pupil attainment. Working parents often struggle to find the time to prepare breakfast and get to work on time, and therefore rely on breakfast clubs to ensure their child eats before the trust day starts. QCEST Multi-Academy Trust offers a breakfast club to support pupil's social and emotional development, children can attend from 08:00 until the start of the trust day. They will receive breakfast and recreational time with other children. The trust currently does not charge for the breakfast Club.. However, the governing body is at liberty to review and amend this decision if it is deemed appropriate

3. Activities during the trust day

Besides the normal day to day classroom learning, QCEST Multi-Academy Trust offers an assortment of activities during the day including visits from theatre companies. No charges are made for activities that take place during the day.

4. **Activities outside of the trust day**

There is no charge for activities outside of the trust day when they are:

Part of the curriculum (including sports matches against other trusts).

Part of the syllabus for a public examination that the pupil is being prepared for by the trust.

Part of the trust's basic curriculum for religious education.

Optional Extras

All trusts are allowed to charge for optional extras, examples of which are:-

education provided outside of trust time that is **not**:

a) part of the National Curriculum

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the trust

c) part of religious education

examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the trust

transport that is not taking the pupil to trust or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.

board and lodging for a pupil on a residential visit.

The headteacher will decide when it is necessary to charge for optional activities and parents will be informed accordingly. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity. 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

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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges.



5. Residential

Activities Our trust will

not charge for:

education provided on any visit that takes place during trust hours
education provided on any visit that takes place outside trust 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 trust, or part of religious education
supply teachers to cover for those teachers who are absent from trust accompanying pupils on a residential visit
travel costs where the residential activity is classed as being within trust hours
residential activities that take place during trust hours.

Our trust will charge for:

Board and lodging

When any visit has been organised by the trust where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The trust will charge an amount, up to the full cost of the board and lodging, whether it is classified as taking place during trust hours or not. The charge will not exceed the actual cost.

Travel

While the trust reserves the right to apply travel charges when the residential activity takes place outside of trust hours, QCEST Multi-Academy Trust has decided not to make such charges.

6. Voluntary Contributions for trust trips

The governing body of QCEST Multi-Academy Trust encourages teachers to organise trust trips during trust hours to enrich pupil learning. The trust may ask parents for a voluntary contribution for these trips. Where a trip cannot go ahead without voluntary contributions this will be made clear to parents and, in the event that contributions are not made, the trip may be cancelled. There is no obligation on parents to make a contribution and no parents will be pressured to make such payment and no child will be excluded from a trip on the basis that no contribution has been made.























