CORNWALL EDUCATION
LEARNING TRUST

Charging & Remissions Policy

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Adopted by: CELT Trustees

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1. The Board of Trustees recognises that there are a number of activities which will only take place in its Academies if parental contributions are available but no child should be excluded from any activity because of the liability or unwillingness of their parents to pay such a contribution.

2. It is the intention of CELT that its Academies may charge the full cost of visits which take place wholly or mainly outside their academy hours, but which are not provided as part of the syllabus for a public examination and not required in order to fulfil statutory duties relating to the National Curriculum or for religious studies. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment, or to cover teachers' travel costs, where a separate contract is issued.

3. It is the intention of CELT for its Academies to invite voluntary contributions toward the cost of visits which take place wholly or mainly during its Academies hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious studies. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

4. In accordance with Sections 449-462 of the Education Act 1996, it is the intention of CELT to allow for its Academies to charge the full cost of board and lodging as long as the visit is taking place wholly or mainly during Academy hours, or if out of Academy hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or for religious studies. Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
    - Universal Credit in prescribed circumstances
    - Income support
    - Jobseeker's allowance (income based)
    - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the prescribed threshold
    - Support under part VI of the Immigration and Asylum Act 1999
    - The guarantee element of State Pension credit; or
    - An income related employment and support allowance that was introduced on 27 October 2008,

5. This cost will be met from within individual Academy funds i.e. for educational activities the subsidy may come from the grant funded budget; for social activities the subsidy

may come from private funds (these can also be used for education activities) but only where adequate un-committed funds are available.

6. The costs of transport, insurance, admission charges, etc incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place.

7. Individual tuition in the playing of a musical instrument provided by external agencies and peripatetic teachers will be charged except for those families which receive:
    - Currently eligible for Free School Meals (entitled to 100% subsidy)
    - Currently in care (entitled to 100% subsidy)
    - One or more parents are currently serving in the British armed forces (entitled to 100% subsidy)
    - Parent or child is in receipt of Disability Living Allowance (entitled to a subsidy)

8. Resits of prescribed examinations, where no further preparation has been provided by CELT's Academies, will be charged.

9. Entry to examinations, which are not approved in regulations issued by the Secretary of State, will be charged.

10. Nursery provision managed by the academy, can be charged to parents for each child's hours outside of their funded entitlement, and must be invoiced and paid for in advance.

11. Wraparound Care which is optional and an extension to the school day, that are managed, operated and staffed by the academy trust such as Breakfast, After School and Holiday clubs at the set hourly rate, and must be invoiced and paid for in advance.

12. Academies within CELT may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.

13. Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as Uniform, PE Kit, Calculators and Pens etc.

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14. Academies within CELT may make charges for breakages and damage to property.

15. Sums payable by parents for wasted examination fees in CELT academies, for optional extras to which they have agreed, or for board and lodging, are recoverable as civil debts.

16. If for any reason debts are not paid, CELT academies will have no alternative but to consider removing the option of all future trips available to a pupil and siblings.

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Should you require further information, please contact

The Governance Officer.

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