

Charging and Remissions

Responsible	Chief Financial Officer
Approved by	Board of Trustees
Approval date	July 2020
Date for review	July 2023

Charging and Remissions

Purpose

Better Futures Multi-Academy Trust (BFMAT) is required to provide and publish a charging and remissions policy.

We are committed to ensuring that no student's educational opportunities should be compromised by the ability of their parents or carers to pay.

BFMAT delegates the operation of this policy to the local academy bodies of each academy.

Scope

This policy applies to individual academies within the Better Futures Multi-Academy Trust which will be referred to as the BFMAT for the purposes of the policy.

Terminology for job titles may vary across the BFAMT. If this is the case, the terminology used within this policy is deemed to apply to staff/functions in equivalent roles and positions and of equivalent standing.

Equality Statement

Equality, freedom and treating all persons with dignity and respect are fundamental human rights. As such, the BFMAT is committed to making these central in all its work.

A diverse student body and workforce benefit the BFMAT's role as a provider of high quality education and employment in a modern and ever-changing society. The BFMAT is firmly committed to the promotion of equality and will not unlawfully discriminate, or tolerate discrimination (direct or indirect, harassment or victimisation) on grounds of age, disability, ethnicity (including race, colour, caste and nationality), gender identity, marriage or civil partnership, pregnancy or maternity, religion or belief, sex and sexual orientation; this includes discrimination by association or due to perception. This policy will operate in furtherance of this.

The Policy

What the Academy may charge for.

The Board of Governors reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- Academy trips and residentials in Academy time: the board and lodging element of the residential experience and outdoor pursuit courses
- Activities outside Academy hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras
- Materials: the cost of materials, books, instruments, equipment or for specified projects, if parents have indicated in advance that they wish to own the final product

- Acts of vandalism and negligence: the Board of Governors reserves 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 student
- Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination
- If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Board of Governors may seek to recover the fee from parent
- There may be a charge for examination entry where there is request from the parent for additional subject entries to be made which are not supported by the Academy
- Overseas students will be charged appropriately
- Students aged 19+ at 31 August will be charged in accordance their programme of study
- Courses offered at Level 4 and above

Optional Extras

The Academy may charge for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of Academy time that is not:
 - a) part of the Programme of Study;
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy;
- Transport that is not required to take the student to Academy or to other premises where the local authority/Board of Governors have arranged for the student to be provided with education
- Board and lodging for a student on a residential visit
- Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made

Voluntary Contributions

- The Academy may ask for voluntary contributions for the benefit of the Academy or any Academy activities. However, if the activity cannot be funded without voluntary contributions, the Academy will make this clear to parents at the outset. Parents are under no obligation to make any contribution.

Reduction/ Remission of Charges

These will be treated on a case by case basis, however will be typically reviewed against:

- Household Income
- Pupil Premium/ Bursary - in some cases Pupil Premium/ Bursary may be used to support those pupils who are at risk of a disadvantage experience due their financial circumstance.
- A student who is a Young Looked After Person

Refund of Charges

- Cancelled trips due to external factors

It is not possible to refund individual payments for activities unless notification is provided within the published timescales, less any non-refundable deposits.