



Education Links:

Charging and Remissions Policy

Education Links

- *more than just a school*

Our Vision

- ❖ *To create confident individuals who can independently achieve success in their communities.*

Our Purpose

- ❖ *To be a specialist education provider to young people excluded from mainstream schools or with special needs, using techniques of emotional mentoring to enable them to have a brighter future.*

Our Mission

- ❖ *To recognise that every person has the ability to achieve, and to raise aspirations in all learners.*
- ❖ *To give each pupil a personalised programme that embraces their strengths and supports them to overcome the hurdles they face.*
- ❖ *To be supportive and empathic to pupils and families through our knowledge and understanding of their emotional needs.*
- ❖ *To provide a safe environment for pupils to share and learn and for staff to teach and support.*
- ❖ *To strengthen communities through building positive relationships with our pupils and their families.*
- ❖ *To celebrate the gifts, talents and skills of all pupils, and to promote a positive attitude to learning.*
- ❖ *To welcome and respect all who come to our school, regardless of ethnicity, faith, culture and sexuality.*
- ❖ *To teach by example, making a positive difference and guiding young people in their choices for the future.*
- ❖ *To never give up on young people, even when they give up on themselves.*
- ❖ *To be the ears, to have the heart and to take the time where others haven't.*

CHARGING AND REMISSIONS POLICY

Introduction

Community Links Academy Trust recognises the valuable contribution that a wide range of additional activities, including clubs, trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. In planning these activities Community Links Academy Trust will take into account the expense which may be incurred both by Community Links Academy Trust and parents/carers.

Roles and Responsibilities

The Principal and the Governing Body are responsible for the consistent and fair operation of this Policy and for ensuring its annual review against best practice and statutory requirements.

Policy

Charging Policy

Charges will not be made to parents/carers for admission to Community Links Academy Trust for:

- admission to Community Links Academy Trust
- education that takes place during officially recognised School hours (see below)
- activities relating specifically to Community Links Academy Trust Curriculum
- entrance fees for prescribed examinations if the student has been prepared for it at the school
- where there are a large number of candidates with results that are unsatisfactory in a specific subject, and the Principal supports the request, Community Links Academy Trust will pay for an appeal to exam boards.
- transport costs during Community Links Academy Trust hours (but see 'Voluntary Contributions')
- Community Links Academy Trust equipment, materials, facilities, etc.
- activities or visits taking place wholly or mainly during Community Links Academy Trust hours (i.e. at least 50% Community Links Academy Trust time)
- education which relates to:
 - syllabuses for prescribed examinations
 - musical tuition if it forms part of the curriculum or a prescribed syllabus

Charging will be permitted on a full cost basis, unless otherwise stated, for the following activities:

- board and lodging on residential visits.
- individual or small group tuition in the playing of a musical instrument, whether in or out of Community Links Academy Trust time
- activities which take place wholly or mainly outside of Community Links Academy Trust hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum
- entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside hours
- re-sits of prescribed public examinations where no further preparation has been provided by Community Links Academy Trust
- entering a student for a prescribed public examination where the Governing Body has

decided there are educational reasons for not entering the student

- 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 Community Links Academy Trust has paid an entry fee, the Governing Body may seek to recover the fee from the parent
- there may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by Community Links Academy Trust
- ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product
- breakages caused by students (full or partial recovery at Community Links Academy Trust's discretion). A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by Community Links Academy Trust.
- Community Links Academy Trust will charge an administrative fee for certification of passports, driving licences, confirmation of examination results, photocopying etc.

All communications with parents/carers concerning charges will be clear around the reason for the charge, and the process for making payment. In all cases, the charge and process for payment will be non-discriminatory.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for:

- any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- any residential visits outside Community Links Academy Trust time which are covered by the following criteria, where the education is provided:
 - to fulfil any requirements specified in the syllabus for a prescribed public examination
 - the costs of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

The current qualifying state benefits are set out in the DfE guidance "Charging for school activities" (October 2014) and include Universal Credit, Income Support, Jobseeker Allowance, Child Tax Credits, State Pension Credit and the Income Related Employment and Support Allowance.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary Contributions

Nothing in this Policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against and that if insufficient contributions are received the trip may be cancelled.

Monitoring, Evaluation and Review

The Principal will report the effectiveness of all policies as a regular feature of the termly updates to governors. It is expected that governors will challenge the School to ensure policies are relevant, up to date and implemented appropriately and consistently. This reporting will be informed through monitoring and evaluation on a regular basis by the Senior Leadership Team. Views of stakeholders will also be sought through ongoing consultation events, questionnaires, team meetings, training and informal discussion. The review of policies will be embedded within the School's self-evaluation process and will be related to the strategic development plans of the School.

History

Review Date	Lead Personnel	Notes
June 2017	S. Davies	Approved at FGB meeting 5th July 2017
Aug 2019	S. Davies	Reviewed and amended for layout