



TAPESTRY LEARNING PARTNERSHIP

Charging & Remissions Policy

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1.0 Introduction

This policy sets out the activities that will be provided by Tapestry Learning Partnership (Tapestry) free of charge, and the circumstances in which charges will apply. It also sets out the circumstances in which Tapestry will remit, wholly or partly, any charge which would otherwise be payable.

2.0 Principles

The Board of Trustees (the Board) acknowledges the right of every child and young person to receive free school education and understand that activities offered wholly or mainly during the school day must be made available to all children and young people regardless of the ability or willingness of their parents/carers to contribute towards the cost.

The Board also recognises the benefits of offering a wide range of additional activities, trips and residential experiences to children and young people and aim to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

Tapestry is required by law to have a statement of general policy on charging and remissions. This policy has been drawn up to reflect the terms of the Education Act 1996.

2.1 Education during School Hours

Tapestry will make no charge for admitting children and young people to a school/academy. Education provided during school/academy hours will be free,

including the supply of any materials, books, instruments or other equipment where the school/academy retains ownership. Transport provided by schools/academies during school/academy hours to carry children and young people from the school/academy to activities will also be free. School/academy hours are those when the school/academy is in session and exclude the lunch break.

2.2 Vocal and Instrumental Tuition

Tapestry follows government legislation that states all education provided during school/academy hours must be free. However, some music lessons are exceptions to the rule. Charges will be made for vocal or instrumental tuition where the tuition is provided to individuals or groups of any size at the request of parents/carers and the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the child or young person. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition, and parents/carers will be notified in advance of the charge for each lesson.

No charge will be made in respect of children or young people in public care (looked after children).

2.3 Voluntary Contributions

Although there will be no charge for school/academy time activities, schools/academies may from time to time seek voluntary contributions for the benefit of the school/academy and/or the activity. If the activity cannot be funded without voluntary contributions this will be made clear from the outset. It will also be made clear to parents/carers that there is no obligation to make a contribution. Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the school/academy may take the decision to cancel the activity. If a parent/carer is unwilling or unable to pay, their child(ren) will be given an equal chance to participate in the activity.

2.4 Activities Not Run By the School

When an organisation acting independently of the school/academy arranges an activity to take place during school/academy hours and parents/carers want their child(ren) to participate, such organisations may charge parents/carers. Parents/carers must then ask the school/academy to agree to their child(ren) being absent, just as they would if they wanted to take their child(ren) out of school for a family holiday. However, where an activity is organised by a third party and is approved by the school/academy, is educational or is supervised by someone authorised by the school/academy, then it is the Government's view that it should be treated as if it were provided by the school/academy and no charge will be made to parents/carers. Such an activity, if it takes place outside the school/academy's premises, is an 'approved educational activity' within the meaning of Regulation 4A (a) of the Education (Student Registration) Regulations 1995.

2.5 Education Outside School Hours

Parents/carers will only be charged for activities that happen outside school/academy hours when these activities are not a necessary part of the National Curriculum, the school/academy's basic curriculum for religious education or the syllabus for an approved examination. These are described as 'optional extras' under the Education Act 1996.

2.6 Education Partly During School Hours

Sometimes an activity may happen partly during and partly outside school/academy hours. If most of the time spent on a non-residential activity occurs during school/academy hours, that activity counts as taking place entirely in school/academy hours and no charge will be made.

2.7 Residential Activities

No charge will be made for education provided on a visit that takes place during school/academy hours, or on any visit that takes place outside school/academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the child or young person is being prepared for at the school/academy, or part of religious education. Charges will however be made for board and lodging, except where parents/carers are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Universal Credit

2.8 Public Examinations

No charges will be made for entering children or young people for public examinations that are set out in regulations, and where the school/academy has prepared the child or young person through the syllabus. Parents/carers will however be charged at cost an examination entry fee if:

- The examination is on the set list, but the child or young person was not prepared for it at the school/academy;
- The examination is not on the set list, but the school/academy arranges for the child or young person to take it; and
- A child or young person fails, without good reason, to complete the requirements of any public examination where the school/academy originally paid or agreed to pay the entry fee, this includes failure to attend an

examination.

No charge will be made for any cost associated with preparing a child or young person for an examination, but a charge at cost will be made for tuition and other costs if a child or young person is prepared outside school/academy hours for an examination that is not set out in regulations.

2.9 Damage to or Loss of Property and Equipment

Where a child or young person has lost or caused damage to property or equipment belonging to the school/academy or to another child or young person through deliberate misuse or vandalism, then the school/academy will charge parents/carers for repairing or replacing the equipment. In collaboration with the school/academy's transport providers, the school/academy will also charge parents/carers for any wilful damage caused to vehicles by children or young people. Charges will be made at cost.

2.10 Lettings

Schools/academies will from time to time allow third parties to hire their premises and facilities for which there will be a charge. Details of the charges are available from the school.