



Brook Learning Trust

Charging and Remissions Policy

At Brook Learning Trust we bring together our unique academies in our belief in the power of education to change lives and communities. It is our steadfast purpose to challenge and defy the barriers that constrain the educational progress of any child. We set high aims for aspiration and secure collective responsibility for all our children's achievements. Our work is underpinned by the values of Integrity, Respect, Courage, Optimism, Excellence and Accountability.

Introduction

Brook Learning Trust (BLT), through the Charging and Remissions Policy, intends to fully comply with the provisions of the Education Reform Act, 1996 and the amendment to section 200 of the Education Act 2002 dated 6 April 2003 which deals with the remission of charges (board and lodging) for residential trips.

Aims and Objectives

- 1 BLT will not allow the Charging and Remissions Policy to inhibit it in delivering the National Curriculum.
- 2 The Charging and Remissions Policy will be brought to the attention of parents of all Trust academies including relevant details contained within the text of letters to parents concerned with specific academy activities.

Procedure

Charges will be levied as follows:

- 1 Board and Lodging on Residential Visits
If the education provided on the visit is to be provided free of charge, or as a result of a voluntary contribution, BLT will remit the cost of board and lodgings for pupils at its academies whose parents/guardians can demonstrate that they are eligible for (although not necessarily in receipt of) free school meals, or are in receipt of one or more of the following:
 - Income Support (IS)
 - Income Based Jobseekers Allowance (IBJSA)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 for the financial year 2012/13
 - The guaranteed element of State Pension Credit
- 2 The cost of individual tuition in the playing of a musical instrument (unless it is provided as part of a prescribed examination syllabus or is a requirement of the National Curriculum).
- 3 Activities which take place wholly or mainly outside academy hours (provided the activities are not part of the syllabus for a prescribed public examination).
The cost can include an appropriate element for:
 - 3.1 A pupil's travel costs
 - 3.2 A pupil's board and lodging (see above)
 - 3.3 Materials, books, instruments and other equipment

- 3.4 Non-teaching staff costs
 - 3.5 Teaching staff costs (engaged on a separate contract to provide the activity)
 - 3.6 Entrance fees to museums, castles, theatres, etc.
 - 3.7 Insurance costs
- 4 The cost of entering a candidate for an examination not prescribed in regulations or preparing a pupil for such an examination outside academy hours.
 - 5 The cost of re-sitting a public examination without further preparation by the academy.
 - 6 The recovery of wasted public examination fees. (This may be as a result of failing without good reason to complete the coursework requirements or failure to sit the final examination.)
 - 7 The cost of breakages, repairs (eg for vandalism) or replacement of defaced, or damaged or lost books, swipe cards, day books or general academy resources.

Charges will not be levied for:

- 1 Any education provided for pupils **wholly or mainly during academy hours.**
(The exception being the provision of individual musical tuition.)
Such education will include:
 - 1.1 Educational visits both residential and non-residential.
 - 1.2 The cost of ingredients, materials, components or equipment needed for practical subjects. (A charge may be levied if parents have indicated in advance a wish to own the finished product.)

Voluntary Contributions

BLT would wish it to be known that, in the absence of alternative funding, educational visits during the academy day will only be possible if voluntary contributions from the parents of participating pupils are sufficient to fund the activity.

BLT would also like to make it clear that:

- There is no obligation to contribute
- Pupils will not be treated differently according to whether or not their parents will make a contribution

POLICY REVIEW AND RATIFICATION	
Policy reviewed annually and ratified by BLT Finance Committee in March	
This review by BLT Finance Director & Executive	March 2017
Summary of amendments to this iteration:	none
Ratified by Finance Committee	March 2017
Next review	March 2018