



DAYSPRING TRUST – NOW NORTHERN LIGHTS LEARNING TRUST

CHARGING & REMISSIONS POLICY

Northern Lights Learning Trust (NLLT) have adopted all policies pertaining to Dayspring Trust – Ian Ramsey CE Academy and Venerable Bede CE Academy – from 1 February 2023 and will be reviewed in due course.

Ratified by: Board of Directors
Date of review: Autumn Term 2022
Date of next review: Autumn Term 2023

The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life of our academies.

The Multi Academy Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

- **Forge a supportive and challenging family of academies**
- **Provide excellent education within a strong Christian community**
- **Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

At Ian Ramsey CE Academy:

"Together to learn, to grow, to serve."

This is embodied in scripture:

'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in its various forms.' 1. Peter 4.10

At Venerable Bede CE Academy:

"Soar to the heights together"

This is embodied in scripture:

'But those who hope in the lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.'

Isaiah 40:31

This policy has been developed to take into consideration our ethos as well as local and national policy and guidance.

Relevant staff applicable to this policy

Principal Finance Manager

Mrs K Hunter

Email: Kay.Hunter@venerablebede.co.uk

Chief Operating Officer

Mrs L Cockburn

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CHARGES FOR ACTIVITIES

1. GENERAL

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities maintained by Local Authorities whilst Academies are required through their funding agreement to comply with the law on charging for school activities. The Department for Education (DfE) provided departmental advice and [guidance on charging for school activities in 2018.](#)

Generally, schools/academies cannot charge for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition unless the tuition is provided at the request of the parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination resits if the pupil is being prepared for the re-sit (s) at the school.

2. VOLUNTARY CONTRIBUTIONS

There is nothing in legislation that prevents an academy from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the academy will make this clear to parents at the outset and also make it clear that there is no obligation

to make any contribution.

No pupil will be excluded from any activity because their parent is either unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit/activity, or the academy cannot fund it from some other source, then the visit/activity will be cancelled.

The academy will make clear to parents at the outset that although they are under no obligation to contribute towards the cost of the trip/activity, if there are insufficient voluntary funds, or if the academy cannot fund the trip/activity from other sources, the trip/activity will be cancelled.

3. CHARGING

Schools/academies can charge for:

- (a) Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them;
- (b) Optional extras (see list below);
- (c) Music and vocal tuition, in limited circumstances, see point 5;
- (d) Community facilities.

4. OPTIONAL EXTRAS

Where an optional extra is being provided, a charge can be made for providing material, books, instruments or equipment. Schools/Academies can charge for the following optional extras:

- (a) Education provided outside of school time that is not:
 - Part of the national curriculum
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at school
 - Part of religious education
- (b) Examination entry fees if the registered pupil has not been prepared for the examination (s) at the school

- (c) Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/Board of Trustees have arranged for the pupil to be provided with education)
- (d) Board and lodging for a pupil on a residential visit
- (e) Extended day services offered to pupils (for example breakfast club, after school clubs)
- (f) Transport costs associated with home to school travel where bus travel arrangements are agreed with the school and the bus contractor. The service is non-profit and the cost to parents/carers will not exceed the total cost of the service divided by the number of seats available.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. 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 pre-requisite for the provision of an optional extra where charges will be made.

5. MUSIC TUITION

Although the law states that in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Under the Charges For Music Tuition (England) Regulations 2007, charges can be made for vocal or instrumental tuition, provided that the tuition is at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charges may not be made if a pupil is a Looked After Child – (Children Act 1989).

6. TRANSPORT

Schools/Academies cannot charge for:

- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory duty to provide transport;
- Transporting pupils to other premises where the local authority/academy

- has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when the pupil has been prepared for that examination at the school;
 - Transport provided in connection with an educational visit.

7. RESIDENTIAL VISITS

Schools/Academies **cannot** charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Schools/Academies **can** charge for:

- Board and lodging and the charge must not exceed the actual cost.

8. REMISSIONS

Where board and lodgings are to be charged, the academy will inform parents that if they can prove that they are in receipt of the following benefits, they will be exempt from paying the cost of board and lodging:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

9. EDUCATION PARTLY DURING SCHOOL HOURS

If 50% or more of the time spent on activities during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if

the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

10. FINANCIAL SUPPORT TOWARDS THE COST OF A TRIP/ACTIVITY

Parents on low incomes and in receipt of certain benefits (see point 8 above) will be informed of the support available to them when being asked for contributions towards the cost of school trips.

Parents may contact the academy in confidence, in order to establish if there are any funds/financial assistance available for families in financial difficulty to enable their child to participate in a trip/activity.

Any such requests may be directed to the Trust's Principal Finance Manager in the first instance.