



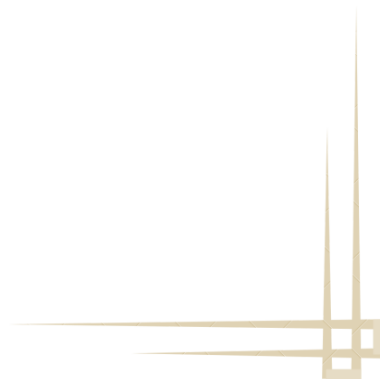
Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL

CHARGING AND REMISSIONS POLICY

Date reviewed: September 2024

Date of next review: September 2025



SCOPE OF THE POLICY

This policy applies to all schools in WMAT.

The Trustees recognise the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all-round educational experience and their personal and social development.

The schools do not charge for anything that is a part of the national curriculum entitlement for pupils. The schools do not charge for swimming lessons, technology materials or any resources needed to cover the national curriculum.

Charging Policy

Charging will be permitted for the following activities:

1. The full costs of board and lodging on residential visits. The charge will not exceed the actual cost.
2. The full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of school time. Charges will not exceed the cost of the provision, including the cost of staff that provide the tuition.
3. The full costs of activities, which take place wholly, or mainly outside of school 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 or to Religious Education.
4. The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside of school hours.
5. The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the schools.
6. The costs (full or partial at the schools' discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures.
7. The recovery of the full cost of deliberate breakage or vandalism will be sought by the schools in WMAT.
8. The schools may charge an administrative fee of £10 for certification of passports, driving licence, re-confirmation of examination results, photocopying, etc.
9. Parents of primary schools are required to pay for the cost out of school clubs or providers engaged to provide supervision. Any profit generated will be used by WMAT for educational purposes.
10. Those with parental authority can apply to the school to view an education record or receive a copy. In England, this right only applies to all local authority schools, and all special schools, including those which are not maintained by a local authority. Independent schools, academies and free schools are not obliged to respond to a request for access to a pupil's education record under this legislation.
11. We will comply with a written request within 20 school days. The organisation can charge a fee for the copy however, the fee must not exceed the cost of supply. The cost depends on the number of pages provided and the postage costs incurred.
For example, typical costs would be £30: Photocopying 200 sheets @ 10p per sheet totalling £20. Postage @ £10.
12. Your child's records will be posted within the statutory timeframes (once the payment has been received). *An example of the timeframe: An applicant makes a request on 1 July. The school issues payment required notice on 9 July. The applicant pays the amount on July 15. The school has used 6 of the 20 working days allowed for a response and so it has 14 days after the day on which the applicant has paid (or 14 days after the cheque has cleared) to respond to the request.*
13. If the request is for other information excluding the educational record, then the maximum charge is £10.

Remissions

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

1. Any residential activity that is organised for the student and which takes place within school time. This will be the case where the residential activity forms part of the syllabus for a public examination.
2. Any residential visits outside of school 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;
 - Specifically, to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Act;
 - Specifically, to fulfil statutory duties relating to Religious Education.
3. The Trust may remit charges in full or in part to other parents after considering other specific hardship cases. The Executive Headteacher invites parents to apply, in the strictest confidence, for the remission of charges in part or in full.

Insurance

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

Voluntary contributions

Nothing in this policy statement precludes the Trust from inviting parents to make voluntary contributions.

The Trust makes 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/activity/provision may be cancelled.

Monitoring, Evaluation and Review

The BoT will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the schools.