



**YAVNEH COLLEGE ACADEMY TRUST**

**POLICY ON CHARGING AND REMISSIONS**

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## CHARGING AND REMISSIONS POLICY

Yavneh College Academy Trust (YCAT) recognises the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of both Yavneh College and Yavneh Primary School. YCAT recognises that in order for some of the activities described above to go ahead, it may be necessary to ask parents to make a contribution towards the cost.

YCAT has agreed in conformity with The Education Act 2011 that charges will be made in the following circumstances:

### **School Meals:**

In Yavneh College, students pay the catering contractor direct for school meals.

In Yavneh Primary School (YPS), lunches are paid for from Year 3 onwards. Lunches are charged at a per day rate, and parents are required to pay on parentpay half-termly in advance.

The refund policy for paid meals in YPS is:

- A child has a planned absence of over 3 days, which YPS is aware of, at least 14 days in advance e.g. authorised holiday, or an operation.
- Sickness – refunds will only be given when the absence is in excess of 5 days.

### **Breakages and Fines:**

Parents will be required to pay for the cost of repair or replacement necessitated by damage, defacement or loss where these arise from the behaviour of their child.

### **Examinations:**

Charges will be made in relation to examinations in the following limited circumstances

- for a second examination where preparation by Yavneh College (YC) would enable the pupil to enter more than one examination;

- In cases where YC enters the pupil but where either preparation has been through private tuition or, in the case of "re-sits", the pupil has received no further preparation since his/her earlier examination entry;
- for non-prescribed examinations for which pupils are being prepared with their parents' agreement, subject to clarification as to the examinations concerned in the light of the proposed further guidance.
- for examination fees where a pupil fails, without good reason, to complete the examination requirements for any public examination for which YC has paid or is liable to pay an entry fee, regardless of whether the examination is prescribed. Failure to complete the examination requirements might include failure to complete the coursework requirements and/or failure to sit the final examination(s). The Executive Headteacher will judge whether a reason, which must be expressed to them in writing within ten days of the final examination, is sufficient for them to remit this charge.
- any applications for Post Results Services.
- any applications for re-takes.

#### **Educational Visits Non-Residential.**

To enable some visits, not prescribed by an examination syllabus, to take place in school time. The following procedure will be followed:

An initial letter will be sent explaining the nature of the proposed activity and its likely value in educational terms. It will indicate the voluntary contribution per pupil that would be required if the activity were to take place. It will emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents were unwilling or unable to contribute, but make it equally clear that the activity would not take place if parents were unable to support it.

The charge made in respect of individual pupils in respect of this visit will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating.

If a pupil is withdrawn from a trip after the payment deadline, no refund will be issued except in extenuating circumstance, which will be at the discretion of the Headteacher.

If the surplus income per pupil is over £10 for non-residential trips, then a refund will be offered to the Parents /carers.

#### **Educational Visits Residential excluding Year 9 and Year 12 Jewish Studies Trips :**

Contributions will be requested for board and lodging on residential visits taking place partly within school hours, remitting only as required by the Education Reform Act 201 i.e. where the education provided must be provided free under the terms of the Act they will remit the board and lodging costs for pupils whose parents are in receipt of pupil premium funding.

When a pupil is withdrawn from a residential trip and a replacement cannot be found all monies paid on the pupil's behalf will be withheld.

Although four companies operate different retention rates, the general rules are:

Up to 55 days before travel	Deposit only
55-15 days before travel	60% plus any insurance premium paid
14-1 days before travel	80%
The day of travel	100%

When a pupil is withdrawn from a residential visit due to breach of the YC and YPS discipline code all monies paid on the pupil's behalf will be withheld.

If the surplus income per pupil is over 5% of the total cost of the trip for residential trips, a refund will be offered to the parents/carers.

Separate terms and condition documents are available in relation to refunds for Israel and Poland trips.

#### **Music Tuition:**

- for costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours.

#### **Other:**

- for activities, which take place wholly, or mainly outside school hours, but which are not provided as part of the specification for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.
- for ingredients, materials, equipment etc. needed for practical subjects such as Design Technology where parents have indicated in advance a wish to own the finished product.

## **2. Voluntary Contributions**

Parents may be invited to provide their children voluntarily with particular items but no child will be disadvantaged because of a parent's unwillingness or inability to contribute in this way.

Parents will also be invited to make voluntary contributions in the form of a gift aid donation or gift for the benefit of YC or YPS. No child will be disadvantaged because of a parents' unwillingness or inability to contribute in this way

### **3. Financial Assistance**

In order to remove financial barriers from disadvantaged pupils, the Academy Trust have agreed that some activities and visits where charges can be legally made will be offered at no charge or a reduced rate to parents who are entitled to pupil premium funding.

**The Finance and Premises Committee every two years or earlier will review this policy if necessary.**

**Date: 10 December 2024**

**Date of review: December 2026**