



Cambridge Primary Education Trust

Charging Policy

Aims:

- To make a broad programme of trips and activities accessible to as many pupils as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the academy budgets.

Practice:

- In cases where charges are to be levied, parents will be advised in advance and monies collected prior to the activity.
- Activities which are wholly within academy hours will not normally be chargeable (exclusions - trips, visits off site and productions by external providers).

Basic key principles:

- Any charges made by the academies must meet the requirements of the Education Act 1996 Sections 449 - 462. The Trustees and School Advisors endorse the guiding principles contained in the Act, in particular that no child should have their access to the curriculum limited by charges.
- Charges are to recover as a minimum the full cost of providing the goods or service.
- Any surpluses from trading will be made available to meet agreed educational priorities or reduce the cost of that service to the relevant academy as a user.
- Priorities will include supporting financial hardship cases, supporting educational activities which would not be self-financing.
- All expenses, including any set up costs (including software or admin systems costs) will be deducted from any surplus generated.
- Charges will not be made for any activities which form part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.
- CPET shall have priority of use where resources are concerned, over and above external customers.

Trips

- All trips will be charged under a voluntary contribution arrangement unless they are fully funded by CPET. If the level of voluntary contribution is insufficient to support the trip then it will be cancelled and parents will be advised of this.
- All trips must have an approved full and detailed financial plan prepared by the trip organiser.
- All costs associated with the trip, including supply costs are to be included when completing the detailed financial plan.
- All trips to have a completed financial statement following completion of the trip to identify any surplus or loss.

- Any surplus will then be adjusted for any costs not already charged – e.g.: online payment charges, administration time.
- Voluntary contributions will be sought for trips which take place mainly within academy hours. No child may be excluded because of inability to pay but an academy is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.
- All trips are chargeable, subject to any remissions.

Voluntary Contributions

- In practical subjects parents may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product. In addition, parents may be asked to provide voluntary contributions towards the costs of consumable materials that are used by their child during the course.

Breakages, damage and lost items

- Parents will be expected to pay for all and any breakages or damages caused by their child's irresponsible or careless behaviour or deliberate vandalism. They will also be expected to pay for replacement text/library books or other CPET property entrusted to their child if lost, damaged or defaced.

Residential Trips

- Special rules apply for residential trips. A residential trip counts as taking place during academy hours if the number of academy sessions (of which there are two in a day) missed by the pupils on the trip amounts to at least half of the number of half days taken up by the trip. In every other case a residential trip would count as taking place outside academy hours. This definition becomes more important if the trip starts or ends at a weekend, for example.
- If the residential trip counts as taking place during academy hours, such as year 6 residential, a charge will be made for board and lodging on the trip, except for those pupils whose parents or carers are receiving any of the following benefits at the time of the trip:
 - Income Support (IS);
 - Income Based Jobseekers Allowance (IBJSA);
 - Support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed £16,190;
 - The guarantee element of State Pension Credit;
 - An income related employment and support allowance.

All parents and carers will be advised of the right to claim free board and lodging if they are receiving the benefits set out above.

Remissions

- Residential Trips - during academy hours, involving delivery of the National Curriculum

Requests for help with the cost of board and lodging from parents in receipt of income support, income based job seekers allowance, working family's tax credit or disabled persons' tax credit

will be considered and assistance provided within the limits of the relevant academy's budget. Complete confidence will be observed in all such matters. Parents are encouraged to claim free academy meal entitlement if claiming income support or income based job seekers allowance.

- Residential Trips - not meeting the above criteria

Requests for help with the cost of board and lodging from parents in receipt of income support or income based job seekers allowance and claiming free academy meals will be considered and assistance provided within the limits of the relevant academy's budget. Complete confidence will be observed in all such matters.

- Day Trips

Requests for help with the cost from parents in receipt of income support or income based job seekers allowance and claiming free academy meals will be considered.

Refunds

General position

- No refunds issued 4 weeks prior to departure- but see below for details and any exceptions.
- Any refund not covered by the circumstances below will be at the sole discretion of the relevant academy.

Cancellation of a trip by the academy

- Refund in full

Change of trip date by the academy

- Deposits/Instalments refunded on request

Pupil withdrawn from trip by Parent/Carer – for any reason other than those covered by Trip Insurance* including personal issue, friendship issue or non-attendance.

- If replacement pupil found, then a full refund of sums paid less an admin fee of £3 and any extra costs charged to the academy as a result of the change.
- If replacement pupil not found - no refund.

*Covered by Trip Insurance circumstances include -death in the family, illness or injury

Pupil excluded from Trip because of behaviour or other issues

- No refund. However, if there are individual circumstances to be taken into account these will be considered by the Executive Principal.

Cambridge Primary Education Trust - Financial Support Application 20xx-xx

Name

Pupils Name:

Form:

Address:

Details of the trip / educational resource you are applying for and the cost

Item Cost

Explanation of financial hardship

(Please attach any evidence you feel would support your application)

Signature..... Date.....

Application meets criteria: *Relevant Head teacher to sign*

Funds available to meet request: *Relevant Finance Officer to sign*