



Learning, growing, achieving together

An Active Learning Trust Academy

Charging & Remissions Policy

September 2020

The *Active Learning* Trust

CHARGING AND REMISSIONS POLICY

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1. Rationale

The Charging Policy at Chesterton Primary School is the application of the Education Act 1996, sections 449 – 462, to all activities of the Academy.

2. Purpose

To be in line with the above statute and to be fair in its application to all Academy users.

3. Education

Academies can charge for:

- Any materials, books, instruments or equipment where the child's parent/carer wishes them to own them;
- Optional extras (see below); and
- Music and vocal tuition, in limited circumstances

4. Optional Extras

- 4.1.** Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:
- Education provided outside of academy time that is not:
 - a) Part of the National Curriculum;
 - b) Part of Religious Education
 - c) Transport that is not required to take the pupil to academy or to other premises where the local governing body have arranged for the pupil to be provided with education; and
 - d) Board and lodging for a pupil on a residential visit.
- 4.2.** In calculating the cost of optional extras an amount may be included in relation to:
- Any materials, books, instruments, or equipment provided in connection with the optional extra;
 - Non-teaching staff;
 - The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra
- 4.3.** 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 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.
- 4.4.** Furthermore in cases where a small proportion of the activity takes place during academy hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover those teachers who are absent from academy accompanying pupils on a residential visit.
- 4.5.** 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.
- 4.6.** Parents are responsible for the purchase of materials for practical subjects if the pupil is to own the finished product and if the agreement is confirmed in advance.

5. Voluntary Contributions

- 5.1.** Voluntary contributions may be requested for the benefit of the academy or any academy activities. However, if the activity cannot be funded without voluntary contributions, the local governing body or head teacher will make this clear to parents at the outset. The local governing body or Head teacher must also make it clear to parents that there is no obligation to make any contribution.
- 5.2.** It is important to note that no pupil will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient contributions are raised to fund a visit, then it must be cancelled. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.
- 5.3.** When making requests for voluntary contributions to academy funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

6. Residential Visits

- 6.1.** Academies cannot charge for:
 - Education provided on any visit that takes place during school hours;
 - Education provided on any visit that take places outside school hours if it is part of the National Curriculum
 - Supply teachers to cover those teachers who are absent from school accompanying pupils on a residential visit.
- 6.2.** Academies can charge for:
 - Board and lodging and the charge must not exceed the actual cost.
- 6.3.** When the academy informs parents about a forthcoming visit, they will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
 - 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 Her Majesty's Revenue and Customs, does not exceed the total published by HMI each financial year
 - The guarantee element of State Pension Credit; and an income related employment and support allowance that was introduced on 27 October 2008

7. Music Tuition

- 7.1.** The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.
- 7.2.** Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the groups is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of the National Curriculum.

8. Transport

- 8.1.** The Academy cannot charge for:
 - Transporting registered pupils to or from the academy premises, where the local education authority has a statutory obligation to provide transport;

- Transporting registered pupils to other premises where the governing body or local education authority has arranged for the pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy; and
- Transport provided in connection with an educational visit

9. Education partly during school hours

- 9.1.** Where an activity takes place partly during and partly outside academy hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum or religion education.

10. Non-residential activities

- 10.1.** If 50% or more of the time spent on the activity occurs during academy hours, it is deemed to take place during academy hours. Time spent on travel counts in this calculation if the travel itself occurs during academy hours. Academy hours do not include the break in the middle of the day.
- 10.2.** Where less than 50% of the time spent on an activity falls during academy hours, it is deemed to have taken place outside academy hours. For example, an excursion might require pupils to leave academy an hour before the academy day ends, but the activity does not end until later in the evening.

11. Residential visits

- 11.1.** If the number of academy sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during academy hours. Regulations require that the academy day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 academy sessions, so the visit is deemed to have taken place during academy hours.

Example 2

Pupils are away from academy from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 academy sessions, so the visit is deemed to have taken place outside academy hours.

12. Damage/Loss to Property

- 12.1.** A charge will be levied in respect of wilful damage, neglect or loss of academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of the replacement or repair, or such lower costs as the Headteacher may decide.

13. Lettings

- 13.1.** The academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined

annually by the Local Governing Body. For users connected to the academy, e.g. staff, the charge will be based on the site staff overtime costs.

14. Other charges

- 14.1.** The Headteacher or Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services.