



Charging and Remissions Policy

Approved by: **Kerry Thompson** Date: **January 2022** (Version 1)

Last reviewed on: **November 2022** - clarified that a paid Nursery sessions must be paid in advance..

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Governing Board

The Enquire Learning Trust has overall responsibility for approving the Charging & Remissions Policy, but can delegate this to a committee, an individual governor or the Principal.

The Trust also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the Charging & Remissions Policy has been delegated to the Principal.

Monitoring the implementation of this policy has been delegated to the Academy Improvement Committee (AIC).

4.2 Principal

The Principal is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the Policy applies

The school will provide staff with appropriate training in relation to this Policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the Charging and Remissions Policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- 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
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

5.3 Residential visits

- 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
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Certain early years provision
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum

- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils:
 - Breakfast Club - **£3.00** per session
 - Nursery extended hours (in excess of 15hrs) - **£5.50** per hour (with a minimum 3 hour session)
 - any additional sessions are discussed & agreed with the Early Years Lead.
 - any additional sessions are agreed on a termly basis to ensure that staffing & groupings can accommodate the additional sessions
 - all additional sessions must be paid for in full, in advance, on a half termly basis to prevent parents accruing any debt. All agreed sessions will be added as a booking on MCAS before the start of the half term in which provision will be taken. If a child joins our Nursery provision during a half term and additional hours are requested and can be provided, the agreed sessions will be added to MCAS prior to the sessions starting.
 - additional sessions cannot be provided if they have not been paid for in advance, to prevent parents accruing any debt
 - any missed agreed additional sessions must be paid for, refunds will not be provided if children miss additional sessions due to illness, holidays etc. as staffing levels are agreed on a termly basis
 - additional sessions are paid for via the parent app, MCAS (MyChildAtSchool)

When 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
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for. This is obtained at the point of booking via MCAS (My Child at School).

6.3 Music tuition

School can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 School dinners

School can charge for school dinners for children who are in KS2 and who are not in receipt of free school meals - **£2.25** per meal.

6.5 Damaged or lost property

School may ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book, damaged or lost iPad that is on loan.

6.6 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Visitors in school that go beyond the national curriculum
- Transport to sporting competitions

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

- Breakfast Club - the charge covers the cost of staffing and the provision of foodstuffs
- Nursery extended hours (in excess of 15hrs & with a minimum 3 hour session) - the charge covers the cost of staffing & is benchmarked against local provider fees.

Breakfast Club is charged for at the point of booking and extended Nursery hours are paid for a half term in advance; this prevents any accrual of debt for parents/carers.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in July each year. Parents will be informed of the charges for the coming year in July each year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for Breakfast Club

Children who are in receipt of pupil premium and their attendance is less than 90% may be invited to access Breakfast Club free of charge to support their attendance at school.

10. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager annually.

At every review, the policy will be approved by the Principal.