

Title and Description	Charging and Remissions Policy
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Date of last review	October 2022
Approved by	Academy Trust Board
To be reviewed by	Audit Committee / Trust Board
Responsibility	Academy Business Director
Review period	Three yearly
Date of next review	October 2025

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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 Trust Board

The Trust Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, SLT member, or headteacher.

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

In our school, responsibility for approving the charging and remissions policy has been delegated to the Trust Board on advice from the Audit Committee.

In our school, monitoring the implementation of this policy has been delegated to the Audit Committee.

4.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the school 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
- A specification for a prescribed public examination that the student is being prepared for at the school
- Religious education

Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent or carer

Entry for a prescribed public examination if the student has been prepared for it at the school

Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

5.2 Transport

Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport

Transporting registered students to other premises where the governing board or local authority has arranged for students to be educated

Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school

Transport provided in connection with an educational visit linked to 5.1. (In such cases the school can ask for voluntary contributions.)

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
- A specification for a prescribed public examination that the student is being prepared for at the school
- Religious education

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

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

Any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own them

Optional extras (see below)

Music and vocal tuition, in some circumstances

Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The national curriculum
- A specification for a prescribed public examination that the student is being prepared for at the school
- Religious education

Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school

Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing board has arranged for the student to be provided with education)

Board and lodging for a student on a residential visit

Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

Enrichment activities

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, accommodation and insurance

Non-teaching staff including non-teaching staff cover costs

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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents/carers 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 students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for. 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. School subsidies will be available for students in receipt of Pupil Premium funding, and/or deemed to be experiencing hardship.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent/carer.

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

For a student who is looked after by a local authority and there is an agreement with the local authority to use LAC funding to provide support

6.4 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/carers to fund activities during school hours which would not otherwise be possible.

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

- Transport costs
- Support staff cover supervisor costs
- Ticket or entry costs
- Any other unforeseen costs which will be communicated to parents/carers in advance of the activity

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

If, however, the parents/carers willingly agreed to pay for an activity and failed to do so resulting in outstanding debt(s), this could limit future opportunities and trip viability.

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

8. Activities this school charges for

The school will charge for any activity deemed as an optional extra with associated costs which may include:

- Breakfast club
- After school or lunch clubs
- Examination entry fees if the student has not been prepared for the examination at the school
- All associated participation costs for activities and visits including entry fees, tickets, board and lodgings
- Resources to support the activity
- Transport costs

- Support staff cover supervisor costs
- Insurance costs
- Buildings costs

For regular activities, where relevant, the charges for each activity will be determined by the Trust Board and reviewed annually. Parents/carers will be informed of the charges in advance of the coming year.

Costs to parents and carers will not include any additional subsidy and will match the cost of the activity to school. Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Educational activities will be support by voluntary contributions as detailed in section 7 above.

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 Trust Board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits listed in 5.3:

Universal credit in prescribed circumstances

Income Support

Income Based Jobseekers Allowance

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 His Majesty's Revenue and Customs) does not exceed the threshold published at that given time

The guarantee element of State Pension Credit

An income related employment and support allowance that was introduced on 27 October 2008

10. Monitoring arrangements

The Headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Academy Business Director every three years. At every review, the policy will be approved by the Trust Board.