



Horizons Therapeutic Education Trust

Charging and Remissions Policy

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Document Version

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1. AIMS AND SCOPE

HTET provides therapeutic education to support children in Somerset. HTET students are children who live in the Homes and Horizons foster homes and children's homes, as well as a small group of children identified by Child and Adolescent Mental Health Services (CAMHS).

The HTET Learning Centres are part of a wider strategic partnership between Somerset Council (SC), Somerset NHS Foundation Trust, and Shaw Trust.

It should be noted that this policy is required by the Department for Education under the Education Act 1996. However, HTET Learning Centres are funded and operated very differently to other schools and that the majority of charging and remissions instances will not be applicable.

Horizons Therapeutic Education Trust (HTET) 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 and will not be made
- ▶ Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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 to 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 Board of Trustees

The Board of Trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual Trustee or the Head of Provision.

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

4.2 Head of Provision

The Head of Provision is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently across both HTET Learning Centres.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head of Provision of any specific circumstances that they are unsure about or where they are not certain if the policy applies

Where required, staff will be given 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

Legislation does not permit HTET to charge for the following:

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 syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. WHERE CHARGES CAN BE MADE

Due to the nature of the Learning Centre's partnership with the wider Homes and Horizons project it will, generally speaking, be counterproductive to charge for materials and activities. Where possible, grant funding will be sought (e.g. for Duke of Edinburgh Award Scheme costs) to reduce the costs to the Trust.

However, legislation requires that HTET sets out what it can charge for, and these are as follows:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

The following are optional extras:

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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 LA 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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/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 pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

6.3 Music tuition

Schools 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/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
- 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 Residential visits

It is permissible to 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 Learning Centres are able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible. It is unlikely that this will happen for the reasons outlined previously, and the Trust will keep this under review should the situation change.

8. REMISSIONS

As previously outlined, the Learning Centres are unlikely to charge for items or activities set out in this policy. This will be at the discretion of the Board of Trustees and kept under review.

9. MONITORING ARRANGEMENTS

The Head of Provision monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Head of Provision annually.

At every review, the policy will be approved by the Board of Trustees.

10. LINKED POLICIES

-  HTET Safeguarding on External Visits Policy
-  HTET Therapeutic Education Policy