



Charging and Remissions Policy

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| Approved by | Resources Committee |
| Review Date | 7 th November 2024 |
| Next Review Date | November 2025 |

1.0 Aims

- 1.1 The aim of this Policy is to set out the circumstances in which charges will or will not be made for Academy and Trust activities and when charges may be waived.
- 1.2 The Trust and the Academies within our Trust aims to provide a range of experiences to enrich and extend student's learning and contribute to their personal development and whenever possible all students should have an equal opportunity to benefit from curriculum visits and other curricular and extra curricular activities. However, it is acknowledged that such activities often have an associated cost and that the Trust is unable to deliver such enrichment without costs or voluntary contributions being sought from parents/carers.

2.0 Legislation and Guidance

- 2.1 This policy is based on advice from the Department for Education (DfE) on charging for school activities [Charging for school activities - GOV.UK](#) 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.
- 2.2 This Policy complies with our funding agreement and articles of association.

3.0 Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4.0 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 of the Trust Board.

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

4.2 Chief Executive and Chief Financial Officer

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

4.3 Staff

Staff of the Trust are responsible for:

- (a) Implementing the Charging and Remissions Policy consistently
- (b) Notifying the Finance Business Partner in their Academy or the Chief Financial Officer of the Trust of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The Trust will, as required, provide staff with appropriate training in relation to this Policy and its implementation.

4.4 Parent/Carers

Parent/carers are expected to notify staff or the headteacher of an Academy of any concerns or queries regarding the Charging and Remissions Policy.

5.0 Non-Chargeable Activities

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

5.1 Education

- (a) Admission applications
- (b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- (c) Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the School.
 - Religious education
- (d) Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer.
- (e) Entry for a prescribed public examination if the student has been prepared for it at the School.
- (f) Examination re-sit(s) if the student is being prepared for the re-sit(s) at the School.

5.2 Transport

- (a) Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport.
- (b) Transporting registered students to other premises where the Trust or local authority has arranged for students to be educated.
- (c) Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school.
- (d) Transport provided in connection with an educational visit.

5.3 Residential Visits

- (a) Education provided on any visit that takes place during school hours.
- (b) 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 student is being prepared for at the school
 - Religious education
- (c) Supply teachers, covering for teachers who are absent from school, accompanying students on a residential visit.

6.0 Chargeable Activities

Below we set out what each Academy in our Trust can charge for:

6.1 Education

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

6.2 Optional Extras

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

- (a) Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- (b) Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the School
- (c) Transport (other than transport that is required to take the student to school or to other premises where the local authority or Governing Body has arranged for the student to be provided with education)
- (d) Board and lodging for a student on a residential visit
- (e) Extended day services offered to students (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:

- (f) Any materials, books, instruments or equipment provided in connection with the optional extra
- (g) The cost of buildings and accommodation
- (h) Non-teaching staff
- (i) Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- (j) 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 parent/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.

6.3 Music Tuition

Schools 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

7.0 Voluntary Contributions

As an exception to the requirements set out in section 5 of this Policy, the Trust is able to ask for voluntary contributions from parent/carers to fund activities which would not otherwise be possible.

Some examples of activities for which the School may ask parent/carers for voluntary contributions include:

- Brighter Futures Activities
- School Trips
- Sports Activities

There is no obligation for parent/carers to make any contribution, and no child will be excluded from an activity if their parent/carers are unwilling or unable to pay. In the event that the Trust is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Additional Chargeable Activities

8.1 An Academy within our Trust may charge or request donations for the following activities, as exemplars:

- Brighter Futures Activities/After School Clubs
- Sports Activities
- School Trips (curricular)
- School Trips (non-curricular)
- School Events; Extra-Curricular e.g. Year 11 Prom, Year 13 Summer Ball
- Peripatetic Music Lessons

Typically, but not exclusively, the charge levied will include:

- Admission/tickets costs for activities for students and accompanying staff
- Transport for students and accompanying staff
- Cost of board and lodgings for students and accompanying staff
- Professional services/tutoring associated with an activity
- Cost of meals
- Cost of administration charges associated with credit/debit card payments

8.2 The Trust does not typically incorporate buildings related costs or insurance costs into a charge levied for an activity.

8.3 Any charge made in respect of students participating in the activity will not exceed the actual cost of providing that optional activity, divided equally between the number of students participating.

8.4 Academies within the Trust will ensure the viability of a school trip or activity by applying a contingency sum, no greater than 10% of the overall cost of the trip or activity, to the levy. In the event that this contingency is not employed in relation to the trip or activity, a refund will be made to the parent/carer should there be in excess of 10% of the per capita cost and if the excess is less than 10% the balance will be removed to the Reserves Account within the Private Fund, to meet future expenditure which benefits the whole Academy.

9.0 Remissions

In some circumstances, the Academy 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 Local Governing Committee and will depend on the activity in question.

9.1 Remissions for Residential Visits

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit - provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

In addition, and in accordance with the DfE guidance relating to Free School Meals, the following students will be protected against losing their free school meals as follows:

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time.

- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period.
- Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).
- The Universal Credit rollout is currently expected to complete in March 2025.