



## Charging and Remissions Policy

Author	C Bowyer	Source	Previous Policy
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Review Body	FARR Committee	Status	Statutory

### Ratification

Role	Name	Date
Chair of FARR Committee	Janet Bremner	12/05/2021
Chief Executive Officer	Kaye Palmer-Greene	12/05/2021

### Details of Policy Updates

Date	Details

## **AIMS**

Our schools aim 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.

## **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 maintained schools in England. Academies are required through their funding agreements to comply with the law on charging for school activities.

## **DEFINITIONS**

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

## **ROLES AND RESPONSIBILITIES**

### **The Trust Board**

The Trust Board has overall responsibility for approving the charging and remissions policy.

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

### **The Head of School**

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

### **Staff**

All staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Head of School 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.

### **Parents**

Parents are expected to notify staff or the Head of School of any concerns or queries regarding the charging and remissions policy.

## **WHERE CHARGES CANNOT BE MADE**

Below we set out what the school cannot charge for:

### **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
- 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

### **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 Trust board has arranged for pupils to be educated
- Transport that enables a pupil 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

### **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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

## **WHERE CHARGES CAN BE MADE**

Below we set out what the school can charge for.

## Education

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

## 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 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 Trust 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 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.

## **Music tuition**

The 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

## **Residential visits**

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

## **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.

When organising school trips, visits or activities during school hours that enrich the curriculum and educational experience of students, the school will invite parents/carers to make a voluntary contribution to the cost.

The schools will charge for the board and lodging for residential trips.

The cost may include the cost of travel, any entrance fee, the cost of any additional activity on the trip and insurance.

All contributions are voluntary and no child will be excluded from an activity if their parents are unwilling or unable to pay. If funds received are insufficient, the visit may be underwritten by the schools, or cancelled, at the discretion of the Head of School.

## **ACTIVITIES OUTSIDE OF SCHOOL HOURS**

A charge may be made for activities/clubs that take place mainly/wholly outside school hours, where a student's participation is agreed in advance by a parent/carer.

This may not include any activity which is required by the National Curriculum or to fulfil statutory duties relating to Religious Education.

Charges for such activities may include student's travel costs, materials and equipment, insurance and the engagement of teaching staff to provide an activity in certain circumstances.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Participation in any optional extra activity will be based on the basis of parent/carer choice and a willingness to meet the charges. Parent/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges would be made.

## **BREAKAGES**

In cases of wilful or malicious damage or breakages to equipment or the school building the Head of School may decide to make a charge to that student's parents/carers. Each incident will be dealt with on its own merit and at their discretion.

## **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 Head of School and will depend on the activity in question.

## **MONITORING ARRANGEMENTS**

The Director of Finance and Operations monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed annually.