



Charging & Remissions Policy

Review Summary

Adopted:	Jan 2023
Review Cycle:	Annual
Last Review:	
Next Review:	Jan 2024

1.0 Aims

Our Federation 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

2.0 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.

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 has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

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

Responsibility for approving the charging and remissions policy has been delegated to the Headteacher.

Monitoring the implementation of this policy has been delegated to the Local Governing Board.

4.2 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 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 school will provide staff with appropriate training in relation to this policy and its implementation.

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

5.0 Charges will not be made

Charges will not be made for the following:

- an admission application.
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- examination resits if the pupil is being prepared for the re-sit at the school.
- transporting registered pupils to or from the school premises, where the School has a statutory obligation to provide transport
- transporting registered pupils to other premises where the School 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
- education provided on any trip that takes place during school hours.
- education provided on any trip that takes place outside school hours, where the education is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

6.0. Charges will be made

The School reserves the right to make a charge for the following:

- **Activities outside school hours** - the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences and are known generally as '**optional extras**'. Charges may be made for these activities EXCEPT where they are provided to

fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below).

- **Residential activities held during school hours** - charges may be made for the board and lodging element of those residential activities during school hours*. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made. However, pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

** The school can only charge for activities outside school hours (where these are not part of the national curriculum etc.). If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.*

- **Music tuition** - music tuition for individuals or groups of up to four pupils. Charges will not exceed cost.
- **Home to school student transport** - costs incurred by the school in providing home to school transport for students who live outside of the school's designated catchment area.
- **Materials which the parents wish the children to own** eg. materials/ingredients for subjects such as design or food technology, where parents have indicated in advance that they would like their child to bring home the finished product.
- **Exam entry fees** if the pupil has not been prepared for the exam at the school.
- **Transport** other than transport required to take the pupil to premises for the pupil's education.
- **Certain early years provision.**
- **Breakfast and after school clubs.**
- **Community facilities.**

7.0. Voluntary Contributions

Separately from the matter of charging, schools may request voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation, as many parents may struggle

with affordability. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

The Law states:

- If the activity cannot be funded without voluntary contributions the Local Governing Board or Headteacher will make this clear to parents from the outset.
- no child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- if insufficient contributions are received, the trip or activity may have to be cancelled.
- if a parent is unwilling or unable to pay their child will still be given an equal chance to on the visit.

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- the pupil's travel costs.
- the pupil's board and lodging costs.
- materials, books, instruments and other equipment
- non-teaching staff costs.
- entrance fees to museums, castles, theatres, etc.
- insurance costs
- the costs of teaching and non-teaching staff involved.

8.0. Remissions

8.1 In order to remove financial barriers from disadvantaged pupils, the School has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Charges will be waived for parents in receipt of certain state benefits, broadly aligned to those determining free school meals.

8.2 Families will qualify for remission or help with charges if they are in receipt of:

- Income Support.
- Income-based Jobseekers Allowance.
- Income-related Employment and Support 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 threshold limits.
- Guaranteed State Pension.
- an income related employment and support allowance, introduced on October 27th, 2008.

Additional categories of parents may claim help with some costs in the following circumstances:

- specific individual circumstances that have caused temporary hardship.
 - recently moved into hardship but not yet receiving the benefits mentioned above.
- made a specific request to the Headteacher for any other justifiable reason. The remission is at the Headteacher's discretion in these circumstances based on any evidence provided.

2.0 Charging policy

1. The Trust is committed to the general principle of free education and recognises the valuable contribution that a wide range of activities, including school visits and residential experiences, can make towards all aspects of students' education. It also believes that all our students should have an equal opportunity to benefit from academy activities and visits (curricular and extracurricular) independent of their parent's financial means.
2. The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:
 - where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
 - we have established a system for parents to pay in instalments.
 - we acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
3. The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.
4. The policy identifies activities for which:
 - Voluntary contributions may be requested.

- Charges will be made.
- Charges will not be made.
- Charges may be waived (Remissions).

Chair for the employing/governing body

January 2023

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