



CHARGING AND REMISSIONS POLICY

Policy adopted by Governing Body on 8th February 2024 to be reviewed in 2025

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Introduction

The Governing Body recognises that as a result of the Education Act 1996 Sections 449 to 462, there is no statutory requirement to charge for any form of education or related activity and that charging is prohibited except in certain circumstances at the discretion of the Governing Body.

The Governing Body aims to provide all students with an equal opportunity to benefit from school activities, both within the school and the curriculum and outside of it, regardless of their family's financial status. The Foundation Trustees of the school make provision for supporting families unable to cover the whole cost of curriculum activities. This policy sets out our approach to charging and remissions and is informed by guidance provided by the Government.

It is our intention to ensure transparency in setting charges and that all students are able to access all of the provision on offer.

There are certain activities where funding does not cover all of the activities that we offer and in these circumstances, parents are invited to contribute on a voluntary basis.

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 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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts. 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
- School hours are defined as being those hours during which the school is in session, but excluding the midday break.

4. Roles and responsibilities

4.1 The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the headteacher.

Responsibility for approving the Charging and Remissions Policy has been delegated to the Finance and Personnel Committee. Monitoring the implementation of this policy has been delegated to the Finance and Personnel Committee.

4.2 Headteachers

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

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

Parents 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 we 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 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
- Essential protective equipment such as safety goggles
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Where it is agreed to enter a student for a prescribed examination for which the student has not been prepared by the school, or for a non-prescribed public examination a charge may be made for:

- entry fee
- fixed administration charge
- Additional invigilation costs where the exam cannot be accommodated alongside school exams
- actual cost of any preparation provided by the school outside school hours
- costs relating to the school's teaching staff if the staff have been specifically engaged under a contract for services for the purpose of providing the optional extra

5.2 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 Governing Body or Local Authority 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

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

Below we set out what we can charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities
- Cost of examination re-marks but will be refunded if the grade improves
- 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
- Parents may be asked to pay for the cost of any damage resulting from a student's misbehaviour.
- Parents may be asked to pay for the replacement of any lost or damaged materials in the care of the student.

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:

- 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 Local Authority or Governing Body 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
- Transport to the activity
- Non-teaching staff required to provide the activity
- 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. Furthermore, no parent will be asked to subsidise the cost of other students who are unable to

contribute; the cost of those students remitted from charging will be met by funds available to the school.

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.

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.

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

Parents are asked to make a term's commitment to tuition. Parents will be invoiced termly by the peripatetic music teacher.

Parents will be required to terminate music tuition at least one term in advance and in writing to the teacher. Should a student decide not to attend tuition at any time during a term, no reimbursement of fees will be given.

Tuition will be cancelled if more than one term's invoices are outstanding. However, parents will still be liable for settling any outstanding amounts.

School reserves the right to terminate tuition if it does not consider groups viable, or if progress or commitment is unsatisfactory. This will always be undertaken after consultation with the instrumental teachers and parents.

School insurance will cover loaned instruments in school and on the journey to and from school. Parents' own insurance must cover the cost of replacement/repair, should damage occur outside these times. Advice will be given by the instrumental and music teacher. Insurance should be taken out for student's own instruments.

6.4 Residential visits

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

A Residential activity is defined as being one which involves students spending one or more nights away from home. Such an activity is deemed to take place during school hours if the number of school sessions taken up by the activity is 50% or more of the number of half days (12 hours) involved (in this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight on any day).

Example 1: Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours. 10

Example 2: Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

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 to fund activities which would not otherwise be possible.

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

- school trips
- sports activities
- products that are going to be retained by the student, e.g. Art work or Design and Technology Products

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. The contributions requested will reflect the cost of that activity less any subsidy from funds available to the school.

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

Parents will be expected to provide items of clothing such as PE and Games kit.

8. Activities we charge for

The school will charge for the following activities:

- breakfast
- after-school clubs
- sports clubs

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 Governing Body and will depend on the activity in question.

9.1 Remissions for residential visits

Parents 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 – provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods

10. Monitoring arrangements

The Finance Department monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Finance Manager every January.

At every review, the policy will be approved by the Governing Body.

Signed _____ (*Chair of Governors*)

Date _____