

## Charging and Remissions Policy

Approved by: R&A Committee

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### 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.

### 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 Principal.

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

Responsibility for approving the charging and remissions policy has been delegated to the Resources and Audit Committee.

#### **4.2 Principal**

The Principal 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 Principal of any specific circumstances that 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/carers**

Parents/carers are expected to notify staff or the Principal 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/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 Board of Trustees 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

Below we set out what we **can** charge for:

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them. For e.g art, craft and design or design and technology, a charge may be levied for the cost of the materials used.
- Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- 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

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 LA or Board of Trustees 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**

We can 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 school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

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

School Trips, Activities, Events and additional resources

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

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

## **8. Refunds**

Requests for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the principal. If approved, Refunds will be processed via the original method of payment.

The school reserves the right NOT to refund costs where a student is withdrawn from an activity by the School on the basis of the pupils' unacceptable behaviour or concerns regarding attendance.

## **9. Additional Charges**

### **9.1 Damage/Loss to Property**

A charge will be levied in respect of wilful damage/disruption, neglect or loss of school property/property loaned to the school (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or other quantifiable costs. The charge will be at cost or lower as the Principal may decide.

### **9.2 Charges for the use of School Premises**

The Board of Trustees will set and renew on an annual basis, charges for the hire of school premises and facilities. These charges will be minuted and made known to all external hirers of the school's premises and facilities.

### **9.3 Other Charges**

The Principal, Resources and Audit Committee or Board of Trustees may levy charges for miscellaneous services up to the cost of providing such services, eg. For providing a copy of an OFSTED report. Charges can also be made for any additional service or resource.

## **10. Remissions**

In some circumstances, the school may not charge for items or activities set out in sections 6 and 9 of this policy. This will be at the discretion of the Principal and will depend on the activity in question.

In order to remove financial barriers from disadvantaged students, the Board of Trustees has agreed that some activities and visits where charges can be made legally made will be offered at no charge or a reduced charge to parents of students for whom the school receives:

- Pupil Premium Grant
- 16-19 Bursary funding

### **10.1 Remissions for residential visits**

Parents/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)

**10.2** In addition students may be given financial assistance with uniform and equipment through the hardship fund which is designed to help and support students where there is a demonstrable financial need. The level of support which the school can offer is dependent on the total funding available and the number of applications received. Applications for financial assistance should be made using the form on the school website.

The Principal, Resources and Audit Committee or Board of Trustees can use their discretion when considering financial assistance in all other reasonable circumstances.

## **11. Monitoring arrangements**

The Principal monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by Chief Financial Officer annually and approved by the Resources and Audit Committee.

