



Charging and Remissions Policy

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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 be made

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 449-462 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.

This policy complies with our funding agreement and Articles of Association.

3. Definitions

By way of definitions,

- A Charge refers to a fee payable for specifically defined activities; and
- Remission refers to the cancellation of a charge which would normally be payable.

4. Roles and Responsibilities

4.1 The Governing Body

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

The governing 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 Finance & General-Purpose Committee.

4.2 The 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 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 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
- 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 has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board 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 to cover for those 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)
- Certain early years provision
- Community facilities
- 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 local authority or governing 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.

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

6.4 Residential Visits

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

6.5 Student Laptops

The Academy may charge parents for all or part of the costs of deliberate damage to, careless breakage, or loss of the laptop allocated to a pupil.

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 during school hours which would not otherwise be possible.

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

- the student's travel costs;
- the student's board and lodging costs;
- materials, books, instruments and other equipment;
- non-teaching staff costs;
- insurance costs;
- the cost of engaging a teacher specifically for the activity

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.

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

8. Activities we charge for

The school will charge for the following activities:

- **Musical Instrument Tuition within School Hours** - Individual and group tuition in playing a musical instrument will be charged for, provided that it is not part of the National Curriculum, or part of a public examination syllabus being followed by the student. Charges will be made for sheet music, certain musical instruments or their hire. Charges will be in accordance with the scale as approved from time to time by the Local Authority.
- **Finished Products** - A charge may be levied to cover the cost of 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.
- **Board and Lodging** - Where a school activity requires students to spend nights away from home, the academy will make a charge for board and lodging in all cases, whether or not the residential trip is deemed to have taken place in school hours. The charge will not exceed the cost of the board and lodging provided for each student involved. Where a trip is deemed to have taken place outside Academy hours and is not required for the purposes of a prescribed public examination, charges not exceeding the cost may also be levied for travel.
- **Public Examinations** – The following charges will be passed on not parents and carers:

- i. The charge made by an examining board where a parent/carer asks for an examination result to be re-scrutinised;
 - ii. The cost of entering the student for an examination where the governing body agrees to enter a student for a prescribed public examination for which he or she has not been prepared by the academy;
 - iii. the examination fee where a student, with parental agreement, is entered for a public examination which is not prescribed by the Secretary of State and which is not on the Authority's approved list for payment of fees;
 - iv. The examination fee where a parent insists on entering a student against the advice of the academy;
 - v. The examination fee for entering a student to re-sit an examination where the academy has already paid for the original entry; and
 - vi. Where a student fails, without good reason, to complete the examination requirements for any public examination for which the governing body has paid, or is liable to pay a fee, then the fee will be recovered from the parents.
- **Education Partly During Academy Hours** - Charges will be made for visits that occupy more than 50% of the time out of normal Academy hours. This includes travelling time. Where more than 50% of the visit takes place during Academy hours, no charge will be made. If residential accommodation is involved, a charge will be made for that accommodation
 - **Application of 50% Rule** - Where the 50% rule is applied to residential visits, calculations are based on "sessions". Sessions are defined as from 0.00hrs to 12.00hrs and 12.00hrs to 24.00hrs. If the number of sessions outside Academy hours exceeds the number of sessions inside Academy hours, charges can be made. e.g. a visit taking place from a Friday (if it is a full Academy day) through to Sunday evening, would involve two sessions in Academy hours and four out of Academy hours. Charges can therefore be made.

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 board 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 that Working Tax Credit is not also received, and the family’s annual gross income does not exceed £17,005) [Tax credits, Child Benefit and Guardian's Allowance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/tax-credits-child-benefit-and-guardian-s-allowance)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit - [Universal Credit: What you'll get - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/universal-credit-what-youll-get)

10. Monitoring Arrangements

The Chief Financial Officer monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by Chief Financial Officer annually.

At every review, the policy will be approved by the Finance and General-Purpose Committee.

Table of substantive policy changes from February 2021

Where	What
Page 10	Updated the family’s annual gross income: From £16480 to £17,005. Added a link to the source guidance on gov.uk
Page 10	Added a link to the Universal Credit GOV.UK website for ease of accessing qualifying criteria.