



# Charging and remissions policy

Approved by:

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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 students 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.

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

## 4. Roles and responsibilities

### 4.1 The Academy Committee

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

The Academy Committee also has overall responsibility for monitoring the implementation of this policy.

### 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 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 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 student is being prepared for at the school
- Religious education

Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer

Entry for a prescribed public examination if the student has been prepared for it at the school

Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

#### 5.2 Transport

Transporting registered students to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport

Transporting registered students to other premises where the Academy Committee or LA has arranged for students to be educated

Transport that enables a student 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 student is being prepared for at the school
- Religious education

Supply teachers, covering for teachers who are absent from school, accompanying students 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

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 student is being prepared for the re-sit(s) at the school and the student 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 student is being prepared for at the school
- Religious education

Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school

Transport (other than transport that is required to take the student to school or to other premises where the LA or Academy Committee has arranged for the student to be provided with education)

Board and lodging for a student on a residential visit

Extended day services offered to students (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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students 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 students 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 students, provided that the tuition is provided at the request of the student'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 student 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.

#### 6.5 Repairing or Replacing school property or property belonging to other students

The school may charge parents or carers for the cost of repairing or replacing school property, or property belonging to other students, where this has been damaged as a result of a student's wilful or negligent behaviour.

Any charge will be limited to the actual cost of repair or replacement and will take into account the age and condition of the item.

Each incident will be considered on a case-by-case basis. The school will take account of the circumstances of the incident and the family's ability to pay, and may agree to reduced charges or payment by instalments where appropriate.

### 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 and sports activities.

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. Activities we charge for

The school will charge for the following activities:

School trips that are outside of the national curriculum. The costs are calculated on transport costs, admission prices and insurance costs.

### 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 Academy Committee and will depend on the activity in question.

#### 9.1 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. Monitoring arrangements**

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

This policy will be reviewed by the Academy Committee yearly. At every review, the policy will be approved by the Academy Committee.