

Charging & Remissions Policy

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Changes made since last review:	
Pg 4	Removal of two bullet points under Transport & Residential visits, and removed date month of when parents / carers are informed
Pg 6	Removal of context to Life Enrichment Fund Policy under Remissions

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Introduction

This policy aims to outline the processes in place for charging and remissions and to set out clearly the types of activity that can be charged for and when charges cannot be made.

Scope of policy

This policy is based on advice from the Department for Education on charging for school activities and in keeping with the requirements of the Education Act 1996.

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

Roles and responsibilities

The Trust Board

The Trust Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual Trustee or the Headteacher.

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

The Headteacher

The Headteacher is responsible for ensuring all staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently; and / or
- Notifying the senior leadership team of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents / Carers

Parents / Carers are expected to notify staff or senior leaders of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

Below we set out **what the Academy cannot charge for**.

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 Academy; or
 - religious education.
- Instrumental or vocal tuition, for pupils 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 Academy.
 - Examination re-sit(s) if the student is being prepared for the re-sit(s) at the Academy.

Transport

- Transporting registered students to other premises where the Trust Board has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when he / she has been prepared for that examination at the Academy.
- Transport provided in connection with an educational visit.

Residential visits

- Education provided on any visit that takes place outside of school hours, if it is a part of:
 - the national curriculum;
 - a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy; or
 - religious education
- Supply teachers to cover for those teachers who are absent from the Academy with accompanying students on a residential visit.

Where charges can be made

Below we set out **what the Academy can charge for**.

Where the Academy intends to charge for activities, charges will be determined and parents / carers informed accordingly..

Education

- Any materials, books, instruments or equipment, where the student's parent / carer wishes him / her to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances.
- Community facilities.

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the Academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school times that is not part of:
 - the national curriculum;
 - a syllabus for a prescribed public examination that the student is being prepared for at the Academy; or

- religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy.
- Transport (other than transport that is required to take the pupil to school or to other premises where the Trust Board 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 home learning sessions).

When calculating the cost of optional extra, 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 costs of providing the optional extra activity, dividing 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.

Parent / carer agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

The Academy 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.

Residential visits

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

Damage to or loss of Academy property

The Academy will seek payment from parents / carers for damage or loss caused willfully by their children. Trustees reserve the right to pursue payment if there is evidence that damage was intentional.

Voluntary contributions

As an exception to the requirements set out above, the Academy is able to ask for voluntary contributions from parents / carers to fund activities during school hours which would not otherwise be possible.

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

- School trips;
- Sports activities; and / or
- Performances.

There is no obligation for parents / carers to make any contribution, and no student will be excluded from an activity if their parents / carers are unwilling or unable to pay. If the Academy is unable to raise enough funds for an activity or visit then it will be cancelled.

Remissions

In order to remove financial barriers from disadvantaged pupils, the Trust Board 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. Requests received from parents for financial support will be considered in the context of the circumstances identified below.

Below are the circumstances in which charges may be waived:

- Parents in receipt of Income Support;
- Parents in receipt of Income-based Jobseekers Allowance;
- Parents in receipt of Support under part VI of the Immigration and Asylum Act 1999;
- Parents in receipt of Child Tax Credit, providing that Working Tax Credit is not also received and the family's income is within the threshold limit set by HMRC;
- Parents in receipt of Guaranteed State Pension;
- The particular circumstances of the student – e.g., Looked After, In Care, Pupil Premium, in receipt of Job-Seekers Allowance.

Monitoring arrangements

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Headteacher annually. At every review, the policy will be approved by the Resources Committee.