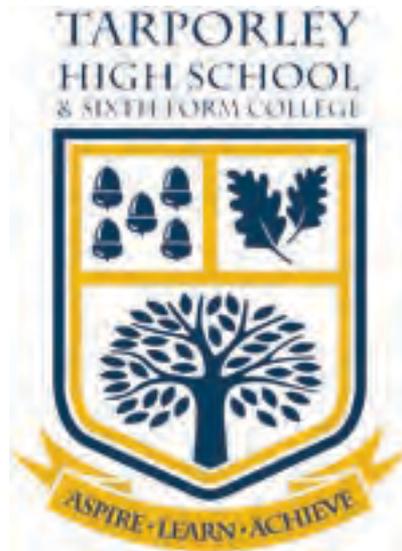


# Charging and remissions policy



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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 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

### 4. Roles and responsibilities

#### 4.1 The governing board

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 headteacher.

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 headteacher.

#### 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



- › 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, 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)
- › 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.

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

### 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 to fund activities which would not otherwise be possible.



Some activities for which the school may ask parents for voluntary contributions include This list is not exhaustive:

- visits to museums;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events.

**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 may for voluntary contributions or will make charges for the following categories of activity:

<b>Type 1) Necessary Educational Visits</b>	forms a part of National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or as part of religious education; May be within or outside school hours. It should be remembered that education provided during school hours must be free.	Charges may <b>not</b> be made but <b>Voluntary Contributions</b> may be requested.
<b>Type 2) Optional Educational Visit</b>	a visit which will enhance a pupil/student's education but is not a necessary part of the national curriculum or prescribed public examination that a pupil/student is being prepared for. The visit may be outside school hours.	Charge may be made as an <b>Optional Extra.</b>
<b>Type 3) Optional School Trip</b>	is organised for the enjoyment and expanding cultural/sporting horizons of children.	Charge may be made as an <b>Optional Extra</b>

### Calculating the Cost of Optional Extras

7.1. In 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 provided in school hours to carry pupils between the school and an activity d) non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; Note: If part of the activity



takes place during school hours, no charge can be made for alternative provision for non-participants –for example, a school cannot charge for supply teachers needed to cover teachers on a residential trip.

- e. 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.

For regular activities, the charges for each activity will be determined annually. Parents will be informed of the charges for the coming year by the end of July in the previous academic year.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

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. The value of the voluntary contribution may not include a surcharge to cover for those parents who do not pay

In cases where a 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.

Any charge must 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.

If part of the activity takes place during school hours, no charge can be made for alternative provision for non-participants.

## 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 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)



## 9.2 Remissions of Charges – Pupil Premium

For those students in receipt of Pupil Premium Funding the following remissions of charges will be made:

Nature of Trip/Event/Equipment	Remission Provision
<b><u>Trips/Event</u></b>	
Curriculum Trips (i.e. day/evening trips, such as Theatre Trips/Museum Visits/Geography Day Field Trips etc.	Whole cost funded
Residential Trips (including overseas visits (ski trip, China Visit, Berlin etc) – NB there is no limit on the number of visits which a student may participate in.	Partial funding — 50% of the cost of the trip or £150 whichever is the lesser
Year 9 Induction Conway Residential	Whole cost funded
D of E Y7-11	Whole cost funded
University Trips Oxford/Cambridge etc	Whole cost funded
Enrichment Programme	Partial funding — 50% of the cost of the programme or £150 which is the lesser
Y 11 Prom	Whole cost funded
Reward Trips	Whole cost capped at £30
<b><u>Equipment and Learning Resources</u></b>	
Curriculum Texts — (Does not include core textbooks which are provided by Faculty Capitation to all students) This funding covers supplementary texts that the school advises parents of students to purchase.	Whole cost funded
Materials for practicals which would normally be purchased by parents of students i.e. Food Technology ingredients, Art Sketchbooks, etc	Whole cost funded
Equipment to support learning which the school advises parents to purchase, i.e. calculators and other maths equipment etc	Whole cost funded



## 10. Monitoring arrangements

The Director of Finance and Operations monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Director Finance and Operations annually, who will then advise the Headteacher of any revisions that are required.

At every review, the policy will be approved by the Headteacher.

REVIEW SCHEDULE		
Reviewed	Reviewed by	Approved by
January 2022	JH	JL