

## Charging and Remissions Policy

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<b>Applies to</b>	All Trust Schools, all Trust staff

<b>Version</b>	<b>Date</b>	<b>Reason</b>
1.0	2015	To establish a Trust wide policy Prepared by Sarah Taylor, Trust Solicitor
2.0	2021	New format – use of “The Key” model policy to replace outdated policy from 2015. Appendices to be tailored by each school

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# **Trust Policy 2021/24**

## **1. Aims**

In the main body of the policy, the Trust will:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for

In the appendices, each school will:

- Clearly set out when charges will be made
- Clearly set out when remissions from charges may be available

## **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**

- **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 trust board**

The trust board has overall responsibility for approving and monitoring the charging and remissions policy. Responsibility for approving the charging and remissions policy has been delegated to the FAAC. Responsibility for oversight of charging and remissions at school level has been delegated to Academy Committees.

### **4.2 CFO**

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

### **4.3 Headteachers**

Headteachers are responsible for:

- Implementing the charging and remissions policy consistently in their school
- Notifying the CFO of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- Providing the Academy Committee with appropriate information regarding activities which are charged for and when remissions from charges may be available

### **4.4 Parents**

Parents are expected to notify Headteachers 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 trust 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
- Religious education
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school

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 trust 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**

Schools 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, schools are 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 school trips and sports and cultural activities.

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

## **8. Monitoring arrangements**

The CFO monitors the charges and remissions policy.

This policy will be reviewed every three years.

## **Bridport Primary School– Charging and remissions table 2021/24**

### **Appendix 1: Activities we charge for**

The school will charge for the following activities:

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive: sporting activities which require transport expenses; outdoor adventure activities; visits to the theatre; musical events; sporting clubs run by external providers; school trips which require transport and insurance.

#### **School day trips**

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. No parent will be expected to pay more than the per pupil cost of the trip. Parents are requested to contribute to the cost for the transport and insurance and any extra trip costs.

#### **Residential Trips**

The trip, board and lodgings, travel and insurance will be charged for at cost.

#### **External Clubs**

The cost of external staff per hour including their costs.

#### **Activities in school**

Some activities in school use expensive components and materials. Examples of activities are clay modelling, cookery, needlework, and design technology projects. The charges made will be relatively small and only cover the cost of the materials. These payments will be requested in the form of voluntary donations.

### **Appendix 2: 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 Headteacher 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 £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits).