



# LANGTREE SCHOOL TRUSTEES’ CHARGING AND REMISSIONS POLICY

LANGTREE SCHOOL ACADEMY TRUST COMPANY  
AN EXEMPT CHARITY LIMITED BY GUARANTEE  
COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company (“TLSATC”) any reference to Langtree School, School, Trustees of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Headteacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

<b>STATUS:</b>			
<b>RECOMMENDED</b>		<b>STATUTORY</b>	✓
<b>REVIEW FREQUENCY</b>	<b>Annual</b>		
<b>DATE OF POLICY</b>	<b>April 2024</b>		
<b>DATE OF LAST REVIEW</b>	April 2024		
<b>REVIEW DUE</b>	April 2025		
<b>COMMITTEE</b>	<b>Finance &amp; General Purpose</b>		
<b>Signed: Chair of Trustees</b>			

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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
- 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 449-462 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 Trustees

- The Trustees have overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual Trustee or the Headteacher.
- The Trustees also have overall responsibility for monitoring the implementation of this policy.
- In our school, responsibility for approving the charging and remissions policy has been delegated to the Finance and General Purposes Committee.
- In our school, monitoring the implementation of this policy has been delegated to the Headteacher.

#### 4.2 The Headteacher

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

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

#### 4.4 Parents and Carers

Parents and 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 the school 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
  - The school's basic curriculum for religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, unless the tuition is provided at the request of the pupil's parent/carer
- 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\*

\* If a student fails, without good reason, to meet any examination requirement for a syllabus a charge may be made.

## **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 Trustees 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 the school can charge for:**

### **6.1 Education.**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to take the final product home once completed.
- Optional extras (see below)
- Music tuition for individuals or groups of students to play an instrument or to sing and hire of instrument, which is not an essential part of either the National Curriculum or a public examination syllabus for all students.
- The school premises will be available for members of the local community to hire when they are not required by the school. The school contracts School Space to manage all its community lettings. School Space will operate the facilities in line with its agreement with the School and the School's Lettings Policy.
- 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 complete all the syllabus requirements for the examination

### **6.2 Optional extras.**

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/Trustees 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 session)

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.**

The school 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 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 visits
- in school enrichment activities
- design technology or art materials if the students want to take their work home

**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 this school charges for.**

The school will charge for the following activities:

#### **a. Activities outside school hours**

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours. (Time spent on travel counts in this calculation if the travel itself occurs during school hours.)

b. Residential activities for residential trips deemed to take place during school time, a voluntary contribution not exceeding the cost of the trip will be requested. Students whose parents/guardians are in receipt of certain benefits (see remissions policy below) can request that the school should apply on their behalf to local educational charities for up to half of the cost of the trip. The school may also provide the facility to pay in full or in part for

any school trip in staged payments. For residential trips deemed to take place outside school time (e.g. a ski trip) the full cost of the trip is payable.

When any trip is arranged, the parents will be notified of the policy for allocating places.

It is the policy of Langtree School that charges may be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for are regarded as 'optional extras'. Charges will not exceed the actual cost (per student) of provision.

<b>Cost implications</b>	<b>Notes</b>	<b>Help available</b>
Charges may be made for any materials, books, instruments or equipment, where a parent/guardian wishes their child to own them. Students will be expected to provide their own basic stationery items as detailed in the student handbook.	<p>For example, any items for sale from school or, when creating art or DT artefacts– a charge to cover the cost of the wood.</p> <p>Likely expenditure for extras relating to GCSE courses will be made clear in letters to parents.</p>	
Charges will be made for music tuition	The cost for teaching staff employed to provide tuition in playing a musical instrument or singing where the tuition is an optional extra for an individual student or groups of up to four students.	
Charges will be made for residential trips	The charge will not exceed the actual cost	Applications for up to half from local charitable organisations for eligible students. Facility to pay in instalments in advance of the trip may be made available.
Charges will be made for exam fees, re-sits, remarking and reviews of non-exam assessments	<p>If a student fails to meet any examination requirement for a syllabus a charge will be made for exam entry.</p> <p>If a re-sit is requested by a parent/guardian, following a student failing to meet any exam requirement, a charge will be made.</p> <p>If a re-mark of an exam or a review of a non-exam assessment is requested by a parent/guardian a charge will be made.</p>	
Lost Locker keys	Payment is requested for a lost locker key.	

## **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 Trustees and will depend on the activity in question.

### **9.1 Remissions for residential visits.**

In order to remove financial barriers from students, the Trust Board has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents/carers of students eligible for Pupil Premium funding which supports parents who can prove they are in receipt of the following benefits:

- 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)
- a. Activities that take place within school hours and are required as part of the specification for a public examination for the national curriculum; and
- b. Curriculum-related residential visits.

The proportion of charges remitted will be up to 50%, and a maximum value of £200, of the cost of the visit.

The finance department, [finance@langtreeschool.com](mailto:finance@langtreeschool.com) should be contacted in the case of hardship.

When an opportunity for a trip arises at short notice, it will be possible to arrange payments by instalments beyond the date of the trip if the parent/guardian provides a written undertaking to pay in full by an agreed date.

## **10. Withdrawals and cancellations**

If a student's place on a visit is canceled by the parent/carer the following will apply:

- a. If the cancellation is due to ill health a refund claim may be possible through insurance. Please contact the school in this instance.
- b. If the cancellation is due to any other reasons the initial deposit for residential visits will be non-refundable and the refund of other monies will depend on payment terms Langtree School has with the visit provider. For day visits and workshops payments will not normally be refundable
- c. If a student fails to attend a visit/trip then no refund will be made

## **11. Monitoring arrangements.**

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