



“Striving for Excellence  
Opportunity and Success for All”

# Charge and Remissions Policy

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Policy Reviewed	In line as legislation changes
Committee	Finance & G Personnel

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## 1. Aims

Our academy 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

## 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 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 principal.

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 finance and general purposes committee.

### 4.2 Principal

The principal 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 principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The academy 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 principal 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
  - Preparation 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
- 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 has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board or local authority has arranged for pupils to be educated
- ❑ Transport that enables a student 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 student is being prepared for at the school
  - Religious education
  - Supply teachers to cover for those 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 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 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 local authority or governing 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 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 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 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 students, provided that the tuition is provided at the request of the student's parents.

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 FOI Requests**

Schedule of charges under Freedom of Information Publication Scheme

Type of Charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying @ 10p per sheet	Cost of copying and administration charge
	Printing @ 50p per sheet	Cost of printing and administration charge
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>See our Charging Policy for more details</b>		

Where the cost of postage, printing or photocopying is below £10.00, we will not make a charge.

Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.

Before we produce the information, we shall inform you of the total cost. You may wish to refine the request in order to reduce the cost and we would be happy to discuss this with you.

## 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:

A charge will be made for all non-residential activities, which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is equal to or less than half of the number of half days taken up by the trip. Charges will be made as described above.

**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. The activity may not be able to proceed if we do not receive parental support.**

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:

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

## 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 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)

When arranging an activity, the Governing Body may invite parents to apply in confidence for the remission of charges. Authorisation of remission will be made by the Principal in consultation with the Chair of Governors

## **10. Monitoring arrangements**

The Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Business Manager in two years.

At every review, the policy will be approved by the governing body.