



# CHARGING AND REMISSIONS POLICY

Version:	4.0
Approved by:	Trustee Board
Last Reviewed	30 November 2023
Review Date:	01 December 2024

## REVIEW HISTORY

VERSION NO.	DATE OF CHANGE	CHANGE SUMMARY	PAGE NO.
1.0	July 2019	Paragraph 3.4 wording changed to include chargeable cost for tuition at parental/carer request.	3
1.0	July 2019	Addition of paragraphs 4.8 and 4.11 and Points 6.2.7 and 6.2.8 – in response to DFE advice on Charging for Schools Activities, issued May 2018.	4, 5
2.0	September 2019	Updated and issued – to include the above changes	--
3.0	March 2021	Updated branding	--
4.0	Nov 2022	Updated for review at FAR New format - no changes to legislation or processes Updated branding	--
	Nov 23	Added information on legislation	4

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## 1. Introduction

The Trust recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences can make towards pupils personal and social education.

The Trust aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the trust and as additional optional activities.

## 2. Aim

The aim of this policy is to clearly set out what charges will be levied for activities, the circumstances under which voluntary contributions will be requested from parents and what support is available to parents on low incomes and /or in receipt of benefits.

## 3. Legislation and guidance

This policy is based on current advice from the Department for Education on 'Charging for school activities', which accurately reflects the terms of the Education Act 1996.

## 4. Where charges cannot be made

Below we set out what we cannot charge for:

### 4.1 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. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

## 4.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

## 4.3 Residential visits

- Education provided on any visit that takes place during school hours. (A charge can be made for board and lodging on residential visits, but the charge must not exceed the actual cost)
- 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

## 5. Where charges can be made

Below we set out what we can charge for:

### 5.1 Education

- Any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 5.3)
- 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

## 5.2 Optional extras

We are also 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 or mainly outside of school hours (activities where 50% or more occurs outside school hours) 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, and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Travel
- Entrance fees
- Administration costs
- Insurance costs
- 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. It must therefore 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. Once all expenses have been paid any remaining surplus above £5 per pupil will be refunded to parents.

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.

### **5.3 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

### **5.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## **6. Voluntary contributions**

Nothing in legislation prevents the Trust from asking for voluntary contributions for the benefit of the trust or any trust school's activities. Parents will be invited to make voluntary contributions if an activity cannot be funded without these contributions. If insufficient voluntary contributions are raised to fund an activity, then it may be cancelled at the discretion of the Headteacher. This will be made clear at the outset using the following statement or similar:

'We are seeking a voluntary contribution from parents for this educational activity. Your child will not be excluded due to an inability to pay. However, in the event of this activity not being viable due to insufficient funds, the activity may have to be cancelled.'

## 7. Support to families on low incomes

Funding is available from donations to the trust and Pupil Premium to support pupils who are on free school meals and/or whose parents are in receipt of support payments.

**Children whose parents are in receipt of the following support payments will, in addition to having a free school meal entitlement are able to request a remission of charges.** The relevant support payments are:

- 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)



## Educational Visits – Charging Flowchart

The following flow chart may help to identify what charges may be made for educational visits:

