



# Charging and Remissions Policy

Version: **2**

Ratified by the Board of Trustees

Signed by the Board of Trustees

**Date: 29.06.2023**

To be reviewed every 2 years

**Date: 29.06.2025**

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## **1. Introduction**

- 1.1. This policy has been authorised by the Trustees, is addressed to all members of staff and volunteers and is available to parents on request. It is published on the Academies website and is available on request from the Academy Office. We also inform parents and carers about this policy when their children join our academy.
- 1.2. This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010. It can be made available in large print or another accessible format if required. It applies wherever staff or volunteers are working with pupils even where this is away from the Academy, for example at an activity centre or on an educational visit.

## **2. Summary**

- 2.1. The board of Trustees aims to be a caring community dedicated to enhancing individual development, founded on high professional standards, mutual trust and respect for the essential worth and human dignity of all its members.
- 2.2. The board of Trustees are conscious and fully supportive of the valuable contribution which can be made to children's education by educational activities beyond the Academy and beyond the day-to-day curriculum. They are required by law to state the circumstances in which they will make charges for such activities and to say when they will exempt particular individuals from those charges.
- 2.3. The board of Trustees aims to promote and provide such activities both as part of the school's broad and balanced curriculum for all pupils in the school and as additional optional activities.
- 2.4. According to the provision of Sections 449-462 of the Education Act 1996, the Trustee body issues this policy statement on charges and remissions for pupils, which is intended to fulfil its legal requirements.
- 2.5. Charges are not allowed for any activity in the Academies, with the following exceptions:
  - individual music tuition with parental agreement
  - board and lodgings on residential trips. The full cost of board and lodging may be remitted for children of parents in receipt of certain benefits listed later in this policy

- optional extras, that is, those activities which take place mainly or entirely out of Academy time which are not a necessary part of the national curriculum
  - certain materials, in Food Technology and Design Technology, for example, where the parents have specifically requested that pupils take the product home
  - willful damage to buildings, equipment or materials
- 2.6. The Academies **may** ask, but not require, parents to make voluntary contributions to such activities as trips in school time.
- 2.7. It will also be recognised that many activities would be put in jeopardy by a shortage of funds unless supported by voluntary financial contributions from parents and by funds raised through the efforts of the school and all associated with it. The Trustee body has therefore established a small “Fund” which they intend to use to sustain and encourage activities and they will from time-to-time invite contributions to this fund.

### **3. Charging Policy**

- 3.1. Having regard to the provisions of the Education Act 1996, the board of Trustees will make the following charges:
- 3.1.1. Board and Lodging on residential visits
- A charge will not be made for board and lodging for pupils taking part in residential visits whether these are required as part of a prescribed public examination or specifically to fulfil the statutory requirements of the National Curriculum or religious education or provided as an optional extra.
  - The charge will not exceed the actual cost.
  - The Academies will remit these charges in full in the case of pupils whose parents were, at the time of booking the visit, in receipt of:
    - a) income Support (IS)
    - b) income based jobseekers' allowance (IBJSA)
    - c) support under part VI of the Immigration & Asylum Act 1999
    - d) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC), does not exceed £15,910
    - e) the guarantee element of State Pension credit.

### 3.1.2. Optional Extras

- Optional extras are those activities which take place mainly or entirely out of Academy hours and which are provided in addition to the Academy curriculum. There is no statutory funding for these, and the Academy is required to ensure that any costs incurred must be fully covered by income generated.
- Optional extras provided from time to time by the Academy can include for example evening theatre visits, visits to other countries to enhanced language studies, visits to sporting events, visits to musical events, visits to exhibitions, Outdoor Studies trips and residential experiences of a variety of kinds.
- A charge will be made at actual cost to all participating pupils for optional extras. Such costs could include an appropriate element for:
  - a) a pupil's travel costs
  - b) a pupil's board and lodging costs
  - c) materials, books, instrument and other equipment
  - d) support staff costs
  - e) entrance fees to museums, castles, theatres etc
  - f) insurance costs
  - g) teaching staff specifically engaged for the activity (including Supply staff)
  - h) the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra, e.g., Peripatetic music tuition
- The actual cost will be made known to parents before they are asked to agree to their child taking part in the activity and participation of each child will be subject to parents agreeing to meet the charges. The cost charged to parents/carers must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### 3.1.3. Tuition in the playing of a musical instrument

- Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.
- Charges may now be made for teaching either an individual pupil or groups of any appropriate size, to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- This charge will be in accordance with scales laid down from time to time by the Trustees of the Academy.

#### 3.1.4. Materials used in the Academy

- The Academy will provide all materials and equipment (but not clothing) required for purposes of the curriculum. Essential protective clothing, for example safety goggles, will be provided by the school. In the case of Design Technology and Food Technology, a charge may be made for, or parents may be required to supply, ingredients and materials if parents request that their child take the product home. The charge in such cases will be not more than the actual cost of the materials and will be declared in advance to parents.
- A charge may be made, at the discretion of the Head Teacher, for any wilful damage to property, equipment or materials, or for any loss of such equipment or materials when these have been placed in a pupil's care.

#### 3.1.5. Transport

- Charges cannot be made for:
  - a) transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport
  - b) transporting pupils to other premises where the board of Trustees or LA has arranged for pupils to be educated
  - c) transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school

d) transport provided in connection with an educational visit

#### 3.1.6. Class Funds

- The Academy requests termly voluntary contributions (currently £10 per term) for class funds which are used for snacks and class rewards.

#### 3.1.7. Voluntary Contributions

- Nothing in legislation prevents the board of Trustees from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the board of Trustees or Headteacher should make this clear to parents at the outset. The board of Trustees or Headteacher must also make it clear to parents that there is no obligation to make any contribution.
- It is important to note that no child should be excluded from an activity simply because his/her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.
- When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying, as it is voluntary and **not compulsory**.

#### 3.1.8. Trading services

- The school reserve the right to make a nominal charge for:
  - a) speakers at conferences
  - b) delivering workshops in specialist areas such as team teach and Makaton
  - c) using facilities for regular bookings
  - d) support of other schools
- Charges will be advised before bookings are completed and invoices will be supplied by the relevant academy

#### 3.1.9. Life Skills Centre (Calthorpe Academy only)

- The school may charge £35 per person per night. All bookings are subject to signing the school usage agreement for the centre.

- For use of the centre during the day costs would be provided on request.

#### **4. Remission of Charges**

4.1. Having regard to the provision of the Education Act 1996 and the policies of the academies the board of Trustees may remit charges in the following circumstances:

##### 4.1.1. Board and lodging on residential visits

- Charges will be remitted by the Academies from their budget in respect of board and lodging charges for pupils whose parents are in receipt of the benefits listed earlier in this policy.
- Other residential visits deemed to take place during school hours or provided as part of a prescribed public examination or in order to fulfil statutory requirements relating to the National Curriculum or Religious Education.
- Charges will be partially/wholly remitted by the board of Trustees from Academy Funds in respect of board and lodging charges for pupils whose parents are in receipt of Family Credit or Income Supplement under the terms of the Social Security Act 1986. Should funds not be available, the trip will be cancelled.

##### 4.1.2. Optional Extras

- The board of Trustees may at its discretion remit charges in respect of individual pupils or groups of pupils to enable them to take part in activities which are classed as "optional extras". Such remission will be granted in whole or in part having regard to the recommendation of the Headteacher and will be financed from the Academies' unrestricted school funds.

#### **5. General**

5.1. The board of Trustees may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Trustee body from inviting parents to make a voluntary contribution towards the cost of additional or enrichment activities, which take place in school time. Parents may be advised the continuance of an activity may be dependent on voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.



**6. Changes**

Description	Date	Page	Section
No change			