



Education  
Partnership  
Trust

Creating outstanding schools  
which transform learning, lives  
and communities

# CHARGING AND REMISSIONS POLICY



**Document Control**

<b>This document has been approved for operation within:</b>	All Trust Establishments
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## 1.0 INTRODUCTION

This charging and remissions policy complies with statutory requirements.

## 2.0 AIMS

The Trust recognises the valuable contribution that the wide range of additional activities including clubs, out of school trips and residential experience of other environments, can make towards a pupils' all around educational experience and their personal and social development. The Trust aims to ensure equality of access to these activities for all pupils regardless of family income and personal circumstance.

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 and will not 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

## 3.0 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 to 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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

## 4.0 DEFINITIONS

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

## 5.0 WHO IS RESPONSIBLE FOR THIS POLICY

The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to Trust Central Team, Local Governing Body and Principal of each Trust school.

The Local Governing Body and Senior Leadership Team at each Trust school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleague and ensuring its success.

## 6.0 ADMISSION

There will be no charge to individual students / parents for admission to the school.

## 7.0 EDUCATION

There will be no charge for the following:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and any transport provided in school hours to carry pupils between the school and an activity
- Education provided on any visit that takes place during school hours
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education

The school wants to see the curriculum enriched as far as possible for the benefit of all students. We have additional activities on many days which extend beyond the school day, as part of our overall vision and offer. We recognise that whatever public funds and endowments are made available they will never be sufficient to fund all desirable activities at the required level.

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours which are not:
  - Part of the National Curriculum
  - Part of a syllabus for a prescribed public examination which the pupil is being prepared for at school
  - Part of religious education
- Board and lodgings on residential visits (subject to remission arrangements)

Charges will be levied for the following activities:

- Food Technology, where parents have requested the school to provide cooking ingredients on their behalf. Alternatively, students are expected to provide their own ingredients for practical lessons. Where the school is in receipt of Pupil Premium, recharging of ingredients by the school may be waived where financial assistance has been requested.

## 8.0 EXAMINATIONS

There will be no charge for the following:

- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school;
- No charges will be made for examination re-sits except where a pupil failed, without good reason, to meet any examination requirement for a syllabus;

Charges may be levied by the school for the following:

- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours;

- Cost of entering a pupil for a public examination including re-sits where no preparation has been provided by the school;
- Cost of entering a pupil for a public examination where the pupil has not regularly attended the lessons;
- Cost of entering a pupil for a public examination where the pupil has not competed the examination, unless there is good reason e.g. medical certificate;
- Where parents request the re-scrutinising of an examination result.

Any charges will be made at the actual cost to the school.

## 9.0 MUSIC TUITION

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

There will be no charge for the following:

- Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities)
- Instrumental and vocal tuition for children in care

Charges will be levied for the following activities:

- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers
- Music tuition for an individual or group if the tuition is not an essential of either the National Curriculum or a public examination syllabus

The cost for vocal or instrumental tuition will vary according to the size and duration of the class as well as the type of instrument. Charges will not exceed the cost to the school.

## 10.0 SCHOOL MEALS

No charge for school meals will be made for pupils who are entitled to free school meals or infant free school meals.

A charge may be levied to pupils who are not entitled to free school meals. The charge will be no more than the total cost incurred by the school.

## 11.0 TRANSPORT

The school reserves the right to make charges for the transport of registered pupils to or from the school premises. Any charge will not exceed the actual cost to the school.

The school will not charge for:

- Transporting registered pupils to other premises where the school has arranged for pupils to be educated

- Transport that enables a pupil to meet an examination requirement when preparation for that examination has been made at the school
- Transport provided in connection with an educational visit

#### **12.0 INSURANCE**

Any insurance costs will be included in charges made for trips or activities.

#### **13.0 DAMAGE TO PROPERTY AND BREAKAGES**

Charges may be made to recover the cost of Trust property, materials or equipment lost or damaged through acts of vandalism or negligence.

#### **14.0 LETTINGS OF TRUST BUILDINGS**

For lettings of Trust buildings please refer to the Lettings Policy.

#### **15.0 OTHER CHARGES**

A charge may be levied for miscellaneous services up to the cost of providing such services.

#### **16.0 REMISSIONS POLICY**

The school will give consideration to the remission of charges for 'chargeable activities' to pupils whose parents are receiving:

- 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)

Such charges may be partly or fully remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

All cases will be dealt with confidentially.

#### **17.0 VOLUNTARY CONTRIBUTIONS**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently

- Where there are insufficient contributions to make the activity viable then the activity will be cancelled. Such contributions would be genuinely voluntary, with there being no obligation to contribute and no pressure applied to secure a contribution

#### **18.0 MONITORING, EVALUATION AND REVIEW**

The Trust will regularly review this policy and assess its implementation and effectiveness. They will determine the review period.

The policy will be promoted and implemented throughout the school.