



## **Charging & Remissions Policy**

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## Introduction

Our **vision** for our Trust is we exist to:

***Help every child achieve their God-given potential***

Our **aims** are clear. We aim to be a Trust in which:

**D**eveloping the whole child means pupils achieve and maximise their potential

**C**ontinued development of staff is valued and improves education for young people

**A**ll schools are improving and perform above national expectations

**T**he distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

### **Aspiration**

I can do all things through Christ who strengthens me  
(Philippians 4 vs 13).

### **Wisdom**

Listen to advice and accept discipline, and at the end you will be counted among the wise  
(Proverbs 19 vs 20)

### **Respect**

So in everything do to others what you would have them do to you  
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

# 1. Policy 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 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

# 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 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.

# 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 Local Governing Body (LGB)

The LGB has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The LGB also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Headteacher.

## 4.2 Headteachers

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

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 school 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 headteacher 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 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
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

## 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 governing board 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, covering for teachers who are absent from school, accompanying pupils 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 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.

## 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 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, 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 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.

Staff will be expected to pay the specified cost of the optional extras, such as enrichment clubs. The only exception to this is if the staff member is the person leading the club, in which case their child may attend unpaid.

## 6.3 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

#### **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 Late collection from afterschool clubs**

Late collections have implications for staffing and staff workload. Therefore the school will apply a late collection charge as follows:

- First instance of late collection – letter to parent highlighting policy and future action to be taken (i.e. a charge);
- Second instance of late collection – letter to parent informing them of the Late Collection charge being issued;  
**£5 per child, plus an additional £5 per child for every 15 minutes thereafter**
- Third instance of late collection – letter to parent informing them of the Late Collection charge being issued and that access to the club may be withdrawn for their family for a fixed period of time.

*NB. Late collection at the usual end of the school day (3.25pm) will not result in a late collection charge. However, please be aware that instances of late collection are logged as potential safeguarding concerns.*

We understand that emergency situations sometimes occur and encourage all families to arrange 'back up plans' with friends/neighbours/family members. Of course, we will always support families should a genuine emergency situation arise.

### **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 which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips that are curriculum related
- Swimming sessions that are in addition to the national curriculum requirement

**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 we charge for**

## 8.1 Chargeable activities

The school will charge for the following activities:

**Breakfast club.** Charges for breakfast club are to cover the costs of the staff, food/drink and materials used during the session, as well as other associated costs such as administration, electricity and cleaning. The cost of the club is published on the school's website.

In the occurrence of a cancellations the school office should be notified ever via email or phone at least 48 hours before the start of the booked session. Any cancellations less than 48 hours of start of booked session will be non-refundable. This is to cover the costs that will have already been incurred for staff and food/drink and because the place has been blocked from being booked by anyone else.

**Afterschool club.** Charges for afterschool club are to cover the costs of the staff, food/drink and materials used during the session, as well as other associated costs such as administration, electricity and cleaning. In the occurrence of a cancellations the school office should be notified ever via email or phone at least 48 hours before the start of the booked session. Any cancellations less than 48 hours of start of booked session will be non-refundable. This is to cover the costs that will have already been incurred for staff and food/drink This is to cover the costs that will have already been incurred for staff and food/drink and because the place has been blocked from being booked by anyone else.

**Non curriculum based school trips.** Charges will cover entry fee, travel costs and any food and drink required for the pupils

## 8.2 Chargeable activities for staff

**Breakfast club and afterschool clubs.** Any staff member who works within the club and has a child at the school may have an unpaid space for their own child within the club. This is limited to one child per staff member, and will be factored into ratios/club numbers.

For breakfast and afterschool clubs which are for childcare for other staff members, any members of staff may book a place at a 50% reduced rate.

This will be reviewed annually. Any changes (increases) which may impact on a staff member's financial circumstances will be given in writing to the staff member with one months' notice.

## 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 LGB and will depend on the activity in question.

### 9.1 Remissions for residential visits

- The school will consider contributing towards the cost of residential visits for any pupil who is in receipt of Free School Meals.

## 10. Payment of outstanding Charges

Any outstanding balances for charges should be settled by the earliest of; the payment terms of the activity or by the end of each term.

## 11. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by SBM every year.

At every review, the policy will be approved by the Headteacher.