



# CHARGING AND REMISSIONS POLICY

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## Document Control

Document version numbering will follow the following format. Whole numbers for approved versions, eg 1.0, 2.0, 3.0 etc. Decimals will be used to represent the current working draft version, eg 1.1, 1.2, 1.3 etc. For example, when writing a procedural document for the first time the initial draft will be version 0.1.

The table below provides details of the changes made to this document, to inform those reviewing and approving the document.

Document Edition	Section	Details of Change
0.1	All	New policy to meet best practice for Trusts
2.0	All	Approved by the Trust Board 03/10/2019
2.1	All	Trust values updated from 6Es to 3Es
2.2	All	Policy reviewed in line with The Key and DfE guidance.
3.0	All	Approved by Finance and Resources Committee (in line with Scheme of Delegation) 3 June 2024

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## Introduction

The Leading Edge Academies Partnership (the 'Trust') is a team of school leaders that aim to be Leading Edge and pioneering in their approach to education and wellbeing. We are a growing family of like-minded schools that offer a values based education to the communities we serve and welcome staff, students, parents/carers and volunteers from all different ethnic groups and backgrounds.

The term 'Trust Community' includes all staff, trustees, governors, pupils, parents/carers, volunteers and visitors.

We are a values based Trust, which means all actions are guided by our three 'Es' as follows:

- **Excellence** – 'Outstanding quality'
- **Evolution** – 'Continuous change'
- **Equity** – 'Fairness and social justice'

This policy is based on the value of '**Equity**'

## Aims

The Trust 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

## 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 is also based on guidance from the DfE on the [academy trust governance guide](#).

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

## Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## Roles and Responsibilities

### The Trust

The Trust has overall responsibility for approving the charging and remissions policy. Under the Trust's Scheme of Delegation this responsibility has been delegated to the Trust's Finance and Resources Committee.

The Trust will ensure that appropriate monitoring arrangements are in place with regard to this policy. The Trust will regularly review this policy and its implementation in all Trust schools.

## **Headteacher/Principal**

The Headteacher/Principal is responsible for ensuring that staff understand this policy and that it is fully implemented consistently throughout the school.

## **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher/Principal of any specific circumstances that 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.

## **Parents/carers**

Parents/carers are expected to notify staff or the Headteacher/Principal of any concerns or queries regarding the charging and remissions policy.

## **Policy Statement**

### **Where charges cannot be made**

Schools **must not** charge for:

#### 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

#### Transport:

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Trust/school or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

#### 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

### **Where charges can be made**

Schools **can** charge for:

#### Education

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

#### Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- 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 Trust/school or LA have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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 necessary for the provision of an optional extra where charges will be made.

### 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/carer.

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

### Residential visits

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

### **Voluntary contributions**

As an exception to the requirements on schools not to charge for some activities, schools may ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible. This may include school trips or sports activities. However, if the activity cannot be funded without voluntary contributions, the school should make this clear to parents/carers at the outset.

Where voluntary contributions are invited, there is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying, for example by sending colour coded letters or repeat reminders to make payments. Direct debit or standing order mandates will not be sent to parents when requesting contributions.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

### **Remissions**

In some circumstances, the school may not charge for items or activities set out in the 'Where charges can be made' section of this policy. This will be at the discretion of the Headteacher/Principal and will depend on the activity in question.

### **Remissions for residential visits**

Parents/carers 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 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 – your household income must be less than £7,400 a year (after tax and not including any benefits you get)

### **Charges for Breakages**

The Trust may charge parents/carers for damage to equipment or property whenever and however caused by their child.

### **Recovery of Unpaid Charges**

Unpaid charges will be recovered via the Trust's Debt Recovery Policy.