

# CHARGING AND REMISSIONS POLICY

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## 1. Purpose

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 purpose of this policy to 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.

This policy relates to the Central Trust, its member schools and trading operations.

**Charge:** a fee payable for specifically defined activities

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

## 2. Charges

### 2.1 Non chargeable

Under current legislation the Trust cannot charge for the following:

- An admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process.
- 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 or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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 / carer.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school and Examination re-sit(s) if the pupil is being prepared for the re-sit(s) 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

### 2.2 Chargeable

Under current legislation the Trust can charge for the following:

- School meals except where funding is available from Pupil Premium to support pupils who are on free school meals
- Education / Activities provided wholly outside of school time or mainly outside school hours (activities where 50% or more occurs outside school hours) that is not: a) a part of the national curriculum; b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; c) part of religious education.
- The cost of board and lodging on residential visits activities.
- Any educational materials, books, instruments or equipment that the student's parent wishes them to own, including the cost of any item made by children e.g. cookery, pottery or craft which parents wish to purchase.
- Music and vocal tuition which is provided either individually or to groups of any size at the request of the pupil's parent, as set out in The Charge for Music Tuition (England) Regulations 2007
- Examination entry fees where the student has not been prepared by the school; where resits are requested; where the pupil fails without good reason, to meet the necessary coursework requirement; all external candidates.
- Breakages and replacements because of damages caused wilfully or negligently by pupils.
- Extended day services offered to pupils (for example breakfast club, afterschool clubs, tea and supervised homework sessions).
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
- Certain early years provision
- Community facilities



In calculating the cost an amount may be included in relation to:

- Travel
- Materials, books, instruments and equipment
- The cost of buildings and accommodation
- Non-teaching staff costs
- Teaching staff purely employed for the purpose
- Entrance fees
- Insurance costs

Any charge made in respect of individual pupils must not exceed the actual cost 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.

Furthermore, 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.

### 3. Voluntary Contributions

At times the Trust may ask for 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.'*

### 4. Remissions - Help for families on low incomes

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

Children whose parents are in receipt of support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of charges.

The relevant support payments are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance 6.2.4
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State 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)

Application for remission will be dealt with in the strictest confidence and any such application should be made directly to the Headteacher.

