

# CHARGING AND REMISSIONS POLICY

Version		1.2	
Date		Aug 19	
Approved by Board of Directors		14.11.19	
Version	Date	Description	Revision author
1.0	Sept15	Trust Version Created	CDT
1.1	Feb 17	Small amendments – removed reference to school fund	VFB
1.2	Aug 19	Overhauled to match current guidance	VFB

## 1.0 Background and Legislation

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 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.

## 2.0 Where the Trust Can Make Charges

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

## 3.0 Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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.

## 4.0 Voluntary Contributions

The schools within the Trust is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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

- Trips
- Visits
- Activities
- Food Technology lessons
- Design Technology lessons
- Visiting Artists/Theatre Groups
- Other activities where the school incurs a cost

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.

When a school organises an activity that incurs a cost, particularly a residential visit, the trip/visit/activity may be cancelled if insufficient contributions are made. Parents/carers will be informed in advance if this is to be the case.

## 5.0 Remissions

In some circumstances the school may not charge for items or activities set out in this policy. Where appropriate the relevant capitation budgets can be used to subsidise the cost of such activities described above, following consultation with staff involved.

## 6.0 GDPR

In the event of parents, staff or other professionals requesting copies of files held in school an appropriate charge will be made in line with our Data Protection Policy.

These circumstances are reviewed by Directors annually, when they consider the Annual Approvals documentation in September or October of each year.