# Charging and Remissions Policy

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**Person responsible for the policy:** Chief Finance and Operations Officer

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**1.0 General**

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the Trust. No student may be left out of any activity because their parents/carers cannot or will not make a contribution of any kind.

Our 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; and
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities.

A 'charge' is a fee payable for specifically defined activities (see section 4) and a 'remission' is the cancellation of a charge that would normally be payable (see section 6).

**2.0 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 is 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.

**3.0 Circumstances where no charge will be made**

3.1 Education in school/college:

- Admission to an establishment within the Trust for children of compulsory school age.
- Education provided during school/college hours (including the supply of materials, books, instruments or other equipment) that is part of the establishment's curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the establishment, or part of religious education.

3.2 Education out of school:

- Education provided outside of school/college hours that is part of the establishment's curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.

3.3 Examinations

- Prescribed public examinations or re-sits if the student has been prepared for the exam by the establishment, unless the professional advice of teaching staff is that the student should not be entered for the particular examination.

3.4 Transport

- Transporting registered students to or from Trust premises, where the Local Authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the establishment or Local Authority has arranged for students to be educated;

- Transport that allows a student to meet an examination requirement when they have been prepared for that examination at the establishment; and
- Transport provided in connection with an educational visit that is part of the establishment's curriculum.

3.5 Trips

- Education provided on a visit that takes place during school hours, which is part of the establishment's curriculum;
- Education provided on a visit that takes place outside of school/college hours and is part of the establishment's curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for at the school/college, or part of religious education; and
- Supply teachers to cover for those teachers who are absent from the Trust accompanying students on a residential visit.

3.6 Other areas

- Meals for students who are entitled to Free School Meals up to the daily limit.

## 4.0 Circumstances where a charge *may* be made

Any charge made by the Trust will not exceed the actual cost.

Any charge will not include an element of subsidy for any other students 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/college hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental/carer agreement is necessary for the provision of an optional extra which is to be charged for.

4.1 Education in school

- Any materials, books, instruments or equipment where the student's parent/carer wishes them to own them or the finished product, for example ingredients, artwork and calculators;
- Music and vocal tuition. This will include tuition provided during school/college hours and both individually and in groups;
- Education that is provided outside of school time that is not:
    - Part of the establishment's curriculum;
    - Part of a syllabus for a prescribed public examination that the student is being prepared for at the Trust; or
    - Part of religious education.

  This could include extended day services such as breakfast club, after-school clubs, holiday clubs and supervised homework sessions, although these will be self-sufficient wherever possible.

4.2 Examinations

- The exam fee for a registered student who has not been prepared for the examination at the Trust; or

- The exam fee for a student who has been prepared for the examination at the Trust but who has failed, without good reason, to meet any examination requirement for a syllabus. This could include but is not limited to, non-attendance of exams.

4.3 Property

- The cost of repair or replacement of Trust property that has been wilfully or recklessly damaged by a student, parent or visitor; or
- The cost of repair or replacement of third-party property that has been damaged by a student, parent or visitor and for which the Trust has been charged.

4.4 Transport

- Transport (other than transport that is required to take the student to school or to other premises where the Local Authority/Trustees have arranged for the student to be provided with education).

4.5 Trips

- Food and accommodation for a student on a residential visit (for exceptions see section 6); and
- The overall trip cost for trips which are an optional extra for students and that are not part of the establishment's curriculum.

4.6 Trading Services

The Trust reserves the right to make a reasonable and appropriate charge for the following:

- Staff speaking at conferences or delivering training in specialist areas such as Autism or Team Teach;
- Providing Trust facilities for regular bookings (see Lettings Policy); and
- Supporting other Trusts and schools/colleges.

Charges will be advised before bookings are completed and invoices will be supplied by Education Impact Academy Trust.

## 5.0 Voluntary Contributions

As an exception to the requirements set out in section 3 of this Policy, the establishment can ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.

**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**.

If the establishment is unable to raise enough funds for an activity or visit, then it will be cancelled.

## 6.0 Remissions

The Local Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example in the case of family hardship. When arranging for a chargeable activity such parents/carers will be notified in confidence of the remission of charges in full or in part. The Executive Headteacher/Principal will make authorisation for such remission.