



# Charging and Remissions Policy

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**Author/owner: Board of Trustees**

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**NB.** 'Trustees' means the Directors referred to in the Trust's Articles of Association

## History of most recent policy changes

Version	Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
V1.0	March '22		New Policy	Trust policy to replace polices brought in on conversion to standardise policy across Trust schools
V2.0	July '22		Update	Increase to % charge for administration of school visits

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## 1. Purpose

- 1.1 Tarka Learning Partnership believes that education can be enriched for all pupils by offering experiences that enhance or are additional to the basic requirements of the National Curriculum
- 1.2 That all pupils should have an equal opportunity to benefit from enrichment activities independent of their parents' financial means.
- 1.3 This charging and remissions policy describes how we will do our best to ensure a good range of enrichment activities is offered and, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities while not adding additional burdens to the school budget.
- 1.4 The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

## 2. Aims and Principles

2.1 The policy identifies:

- activities for which charges will not be made
- activities for which charges will be made
- activities for which charges may be waived (Remissions)
- activities for which voluntary contributions may be sought

2.2 The principles of best value will be applied when planning enrichment activities that incur costs to the school or charges to parents.

2.3 Parental Agreement will be obtained before a charge is made.

2.4 Participation in optional enrichment activities will be on the basis of parental choice and alternative education will continue to be provided for non-participating pupils at no extra cost where the activity is taking place during school hours

2.5 No child will be excluded from an activity because their parent/carer is unable/unwilling to pay

## 3. Definitions

3.1 For non-residential visits, the school day is defined as the start time of the morning session and the end of the afternoon session as published on the Academy's website. The mid-day break does not form part of the school day for the purposes of this policy.

3.2 For residential visits the regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

## 4 Activities for which charges will not be made

4.1 An admission application - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;

4.2 education provided during school hours (including the supply of any materials, books, instruments or other equipment);

4.3 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;

4.4 instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;

4.5 entry for a prescribed public examination, if the pupil has been prepared for it at the school; and

4.6 examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

## 5 Activities for which charges may be made

- 5.1 Any materials, books, instruments, or equipment, where the child's parent wishes the pupil to own them;
- 5.2 optional extras (see section 6);
- 5.3 music and vocal tuition, requested by the parent;
- 5.4 early years provision outside of funded hours where the parent requests a place;
- 5.5 community facilities
- 5.6 public examinations fees. The Head Teacher has the delegated responsibility to decide whether pupils are entered into particular examinations and has authority to charge for examination entries where
  - The pupil has not been prepared for that exam at the school
  - A pupil fails, without good reason, to complete the requirements for a public examination for which the pupil has been prepared and entered by the school, the fee will be recovered from the parent/carer.

## 6. Definition of Optional Extras

- 6.1 education provided outside of school time that is not:
  - Part of the national curriculum;
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for
  - Part of religious education
- 6.2 examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- 6.3 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);
- 6.4 board and lodging for a pupil on a residential visit;
- 6.5 extended day services offered to pupils (for example supervised homework sessions or breakfast clubs).

## 7. Calculating Charges for Optional Extras

- 7.1 In calculating the cost of optional extras an amount may be included in relation to:-
  - the cost of material, books, instruments or equipment provided in connection with the optional extra may be charged
  - the cost of buildings and accommodation;
  - non- teaching staff
  - teaching staff engaged under contracts for services purely to provide the optional extra, including supply teachers engaged specifically for the optional extra
- 7.2 Charges must not exceed the cost of the activity
- 7.3 The cost of the activity will be divided equally by the number of pupils participating
- 7.4 There will be no subsidy applied to the charge to cover pupils wishing to participate but cannot pay.
- 7.5 Where the activity takes place partially in school hours, no charge can be made for supply teachers to cover teachers who are absent to cover the optional activity.

## 8. Calculating Charges for Music or Vocal Tuition on request

- 8.1 Arrangements to accommodate music tuition on school premises during the school day can be facilitated where the financial transaction is directly between the parent and the tutor where this is done in an open and transparent manner.
- 8.2 Where the school is paying for the tutor, the cost of the activity will be divided equally by the number of pupils participating.
- 8.3 There will be no subsidy applied to the charge to cover pupils wishing to participate but cannot pay.

## 9. Remissions

- 9.1 In order to remove financial barriers from disadvantaged pupils, the Trust has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.
- 9.2 Families who meet the eligibility criteria for pupil premium funding may apply for remission of fees
- 9.3 Families who are experiencing exceptional financial hardship or unusual circumstances may request consideration of remission of fees
- 9.3 Parents/carers should make a request for remission of fees to the Business manager or Head Teacher.
- 9.4 Requests will be dealt with in the strictest of confidence
- 9.5 The table below gives examples where remission of charges may be requested

Activity or item which may be charged for	Example	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;	Eg A clay model – a charge to cover the cost of the clay	No remission available
Charges will/may be made for music tuition including cost	The cost, (or proportion) of costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is not part of an exam syllabus	Whole or part remission is discretionary
Charges will be made for the board and lodging component of residential trips	Where the trip is deemed to have taken place in school time.	Remission may be requested
Charges will be made for the board and lodging component of residential trips	Where the trip is deemed to have taken place outside of school time	Whole or part remission is discretionary
Loss and damage to school property	The charge made will be for the full cost of repair or replacement	No remission is available

## 10. Voluntary Contributions

- 10.1 Separately to the matter of charging, in order to offer a wide variety of experiences to pupils, voluntary contributions may be sought to support an activity which incurs costs that cannot be recovered by charges. In this instance all requests for voluntary contributions will emphasise the voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.
- 10.2 If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset
- 10.3 No child will be excluded from an activity during school hours because parents are unable or won't pay
- 10.4 If insufficient contributions are raised, the trip or activity may have to be cancelled
- 10.5 If a parent/carer is unwilling or unable to pay their child will be given an equal chance to go on a visit which takes place during school time.
- 10.6 Academies will use the following wording where voluntary contributions are being requested to support optional or enrichment activities.

*We are requesting a voluntary contribution of £ \_\_\_\_\_ towards the cost of this activity. If there are insufficient voluntary contributions to meet the cost of providing this activity, the activity may be curtailed or cancelled. Any money paid for an activity that is subsequently cancelled will be refunded to parents in full. No pupil will be prevented from participating because their parent/carer cannot or will not make a contribution*

## 11. Combination of Charges and Voluntary Contributions

11.1 On occasions activities may comprise of elements which are 'charges' and elements which are 'voluntary'. The academy will advise the amount which relates to charges and the amount which relates to voluntary contributions.

11.2 Academies will use the following wording where voluntary contributions are being requested

The charge for this activity is £ \_\_\_\_\_ this relates to the following items:-

We are also requesting a voluntary contribution of £ \_\_\_\_\_ towards the cost of providing this activity. If there are insufficient voluntary contributions to meet the cost of providing this activity, the activity may be curtailed or cancelled. Any money paid for an activity that is subsequently cancelled will be refunded to parents in full.

The total contributions made will not exceed the total cost of providing the activity, in the event that the activity costs are lower than anticipated, refunds for the difference will be made.

## 12. Loss or Damage to School Property

12.1 Parents of a pupil (groups of pupils) who wilfully damage school property or resources are liable for the cost of repair or replacement.

## 13. Calculating Charges

13.1 Where charges are made for an activity, whether during or outside of the school day, they will be based on the actual costs incurred divided by the number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

13.2 Support for cases of hardship will come from additional school contributions, grants or fundraising

13.3 A charge of up to 5% may be included to cover administration

13.4 Where a charge provides a surplus the excess will be refunded.

13.5 Where a voluntary contribution has been made to support an activity the school will automatically refund voluntary income in excess of £10 per pupil, using any retained excess to support future activities for all pupils

13.6 Refunds of voluntary contributions in excess of £10 of the cost of the activity may be made upon request by the parent/carer after the activity has taken place.

## 14. Additional Considerations

14.1 The Academy recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

14.2 Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead

14.3 We have established a system for parents to pay in instalments

14.4 When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

14.5 We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection

Appendix 1 – Charging Policy Flowchart

