



Educate
Together
Academy
Trust

Charging and Remissions Policy

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1. Aims

The aims of this policy are 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 be made

2. Legislation and guidance

This policy is based on the following:

Advice from the Department for Education (DfE):

- [Charging for school activities](#)

Statutory guidance from the DfE:

- [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.

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

3. Definitions

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

4. Roles and responsibilities

4.1 The Trustee Board

The Trustee board has overall responsibility for approving the charging and remissions policy and for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Finance Committee. Monitoring the implementation of this policy has been delegated to the Audit & Risk Committee.

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which 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.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 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

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- 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

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 or 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 wraparound care)

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.

6.3 Music tuition

We 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.

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

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. A payment plan will be provided for each residential visit.

6.5 Swimming

We can charge for swimming lessons provided that are not part of the national curriculum. Charges may not exceed the cost of the provision.

7. Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the school 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:

- Transport to swimming lessons
- Transport on educational visits
- Admission charges for educational visits
- Charges for externally provided workshops

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.

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

8. Activities we charge for

The school will charge for the following activities:

- Wraparound Provision - Breakfast (childcare vouchers are an accepted means of payment for this activity)
- Wraparound Provision - After-school (childcare vouchers are an accepted means of payment for this activity)
- Additional pre-school sessions not covered by the 15 or 30 hours free government childcare scheme (childcare vouchers are an accepted means of payment for this activity)
- Pupil lunches (unless entitled to a free school meal)
- Replacement book bags (each child is provided with one free of charge when they start Reception)
- Library book replacements

For regular activities, the charges for each activity will be determined by the Finance Committee and reviewed in June each year. Parents will be informed of the charges for the coming year in July each year. See Appendix 1 for details of current charges.

External providers will charge parents directly for the following activities:

- Individual/group music lessons (lessons in addition to the class music lessons provided as part of the National Curriculum that are requested by parents)
- Additional after-school clubs (separate to school wraparound care provision) provided by external providers
- Abbey Farm - wraparound care provision (after-school) will be charged by the external provider

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6, 7 and 8 of this policy. This will be at the discretion of the headteacher and will depend on the activity in question.

Pupils eligible for free school meals and/or pupil premium funding may be exempt from paying the charges or voluntary contributions for some of the activities listed in sections 6,7 and 8. This will be at the Headteacher's discretion and will be dealt with on an individual basis.

10. Monitoring arrangements

The CFO monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by the CFO annually. At every review, the policy will be approved by the Finance Committee.

Appendix 1 – 2023/24 Charges

Activity	Redfield	Somerdale	Mulberry Park	Parklands	Abbey Farm
Wraparound Provision - Breakfast club	£3.00 – from 8.00am	£4.50 – from 7.45am	£4.50 – from 8.00am £5.00 from 7.45am	£4.00 – from 7.45am	£4.00 – from 8.00am
Wraparound Provision - After-school club	£7.50 – until 5.15pm	£8.50 – until 5.30pm	£5.50 – until 4.15pm £8.00 – until 5.15pm	£5.00 – until 4.15pm £8.00 – until 5.30pm	N/A
Late collection charges from after-school club	Head teacher discretion	Head teacher discretion	Head teacher discretion	Head teacher discretion	Head teacher discretion
Pre-school session (3 hours)	n/a	£18.00	n/a	£18.00	£18.00
School lunches	£2.30	£2.40	£2.40	£2.30	£2.30
Replacement book bags	£5.00	£5.00	£5.00	£5.00	£5.00