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Academies Trust

## Charges and Remissions

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- Policy owner: Ian Burchett, Deputy Chief Executive Officer

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## Legal Framework

### 1.1

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- [Education Act 1996 sections 449 to 462](#)
- [The Charges for Music Tuition \(England\) Regulations 2007](#)
- [DfE \(May 2018\) 'Charging for School Activities'](#)
- [DfE 'Academy Trust Handbook'](#)
- [Coop Academies Trust Funding Agreement](#)

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

## Roles and Responsibilities

2.1

### Trust Board

The Trust board has overall responsibility for approving the charging and remissions policy.

Monitoring the implementation of this policy has been delegated to the Trust Senior Leadership Team.

2.2

### Headteachers/Principals

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

2.3

### Staff

Staff are responsible for:

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

2.4

### Parents/carers

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

## Charging for Education

### 3.1

We will not charge parents for:

- 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,
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school,
  - or part of religious education
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination resits, if the pupil is being prepared for the re-sits at the school

### 3.2

We may charge parents for the following:

- Materials, books, instruments or equipment, where the child's parent desires their child to own them
- Optional extras (see 4 below)
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

## Optional Extras

### 4.1

We may charge parents for the following optional extras:

- 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 at the school
  - Religious education
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the local authority for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

### 4.2

When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of support staff
- The cost of teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

### 3.3

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

### 3.4

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra.

# Examinations

## Examination Fees

### 5.1

We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the Trust or LA originally paid or agreed to pay the fee.

## Examination Resits

### 5.2

Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, resits must be taken at the school.

### 5.3

If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

## Voluntary Contributions

### 6.1

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

### 6.2

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

### 6.3

We will strive to ensure that parents do not feel pressured into making voluntary contributions.

## Music Tuition

### 7.1

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

### 7.2

Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

### 7.3

A charge will not be made if the teaching is:

- either an essential part of the national curriculum
- is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme
- made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

## Transport

### 8.1

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the Trust or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

## Residential Visits

### 9.1

We will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

### 9.2

We will charge for board and lodging – but the charge will not exceed the actual cost.

### 9.3

Parents will be exempt from board and lodging costs if they can demonstrate that they are in receipt of one or more of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided they'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 someone stops qualifying for Working Tax Credit
- Universal Credit

## Education partly during school hours

### 10.1

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

### 10.2

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

### 10.3

Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

### 10.4

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by voluntary contributions or our contingency funds.

### 10.5

Any charges for extended day services will be charged.

## Damaged or Lost Items

### 11.1

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## Remissions

### 12.1

The academy and Trust have each set aside a small fund to:

- enable families in financial difficulty to send their children on visits/activities
- support pupils/students with exceptional artistic and/or sporting ability

### 12.2

The funding is limited and there is no guarantee that all requests can be met. Assistance for visits/activities will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary

### 12.3

Any funding from the Trust for artistic and sporting excellence must be allocated to the pupil/student for example to cover travel expenses to certain events. It cannot be used to pay for parent/carer travel expenses or for equipment such as a better quality musical instrument or training gear. All expenditure must be receipted and checked by the pupil/student's academy.

### 12.4

Parents in receipt of any of the benefits listed in paragraph 9.3 above may request assistance with the costs of activities.

### 12.5

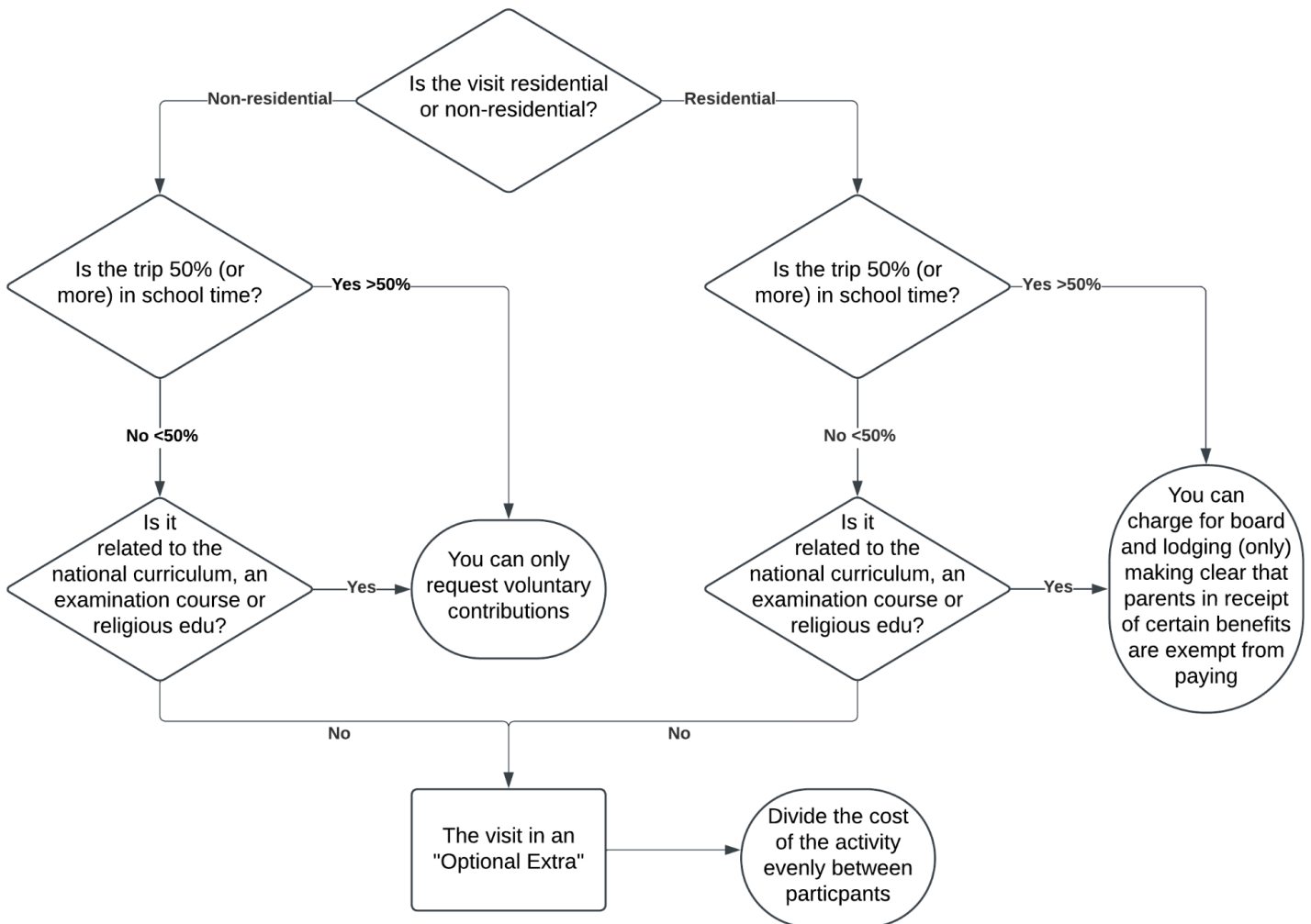
To request assistance, parents should contact the school business manager via the school office.

## Monitoring and Review

13.1

This policy will be reviewed by the Trust Board when statutory changes are made.

# Appendix I - Charging flowchart



Charging for School Activities:  
<https://www.gov.uk/government/publications/charging-for-school-activities>



## Appendix II - Exemplar wording for scenarios

### Example wording 1 - Requesting voluntary contributions

We are writing to inform you about an upcoming educational visit for our students to [Destination/Activity] on [Date]. This visit provides an invaluable opportunity for your child to enhance their learning experiences outside the classroom, offering both educational and personal development benefits.

To support the costs associated with this trip, we kindly ask for a voluntary contribution of £[Amount] per student. This contribution will help cover expenses such as transportation, entry fees, and materials needed for the visit. While contributions are voluntary, they are crucial to ensuring that we can proceed with the trip as planned. No student will be excluded from this activity based on their ability to contribute.

If you are able to make a contribution, please submit the amount to the school office by [Deadline]. We appreciate any support you can provide.

Thank you for your continued partnership in your child's education. Should you have any questions or need further information, please do not hesitate to contact us.

### Example wording 2 - Charging for boarding/lodging only

The school will be subsidising the costs associated with the activities and transport relating to this residential visit. However, the charge to parents for accommodation and meals during the trip is: £[Amount].

Parents in receipt of benefits which entitle their child to free school meals are exempt from this payment. The list of qualifying benefits can be found here: [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals)

(If you have questions about this please contact [Name]).

### Example wording 3 - Dividing cost between all parties

As this visit is an extra-curricular optional extra, we have to pass on the full cost of the visit to parents. In this case the cost of the visit is £[amount].