Charging and Remissions Policy

Review Period	Two Yearly
Person Responsible for Policy	Chief Financial Officer
Governing Committee	Finance and Business
Date of Trustees Approval	March 2025
Date for Review	March 2027

Contents

1. Aims 3

2. Legislation and guidance 3

3. Definitions 3

4. Roles and responsibilities 3

4.1 The trust board 3

5. Where charges cannot be made 4

6. Where charges can be made 5

7. Voluntary contributions 7

8. Remissions 7

9. Monitoring arrangements 7

1. Aims

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 be made

2. 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 449-462 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.

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 trust board

The trust board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The trust board also has overall responsibility for monitoring the implementation of this policy.

In our trust, responsibility for approving the charging and remissions policy has been delegated to the Finance and Business Committee.

4.2 The Chief Financial Officer

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

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Chief Financial Officer of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team 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 Chief Financial Officer of any concerns or

queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the trust 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 trust 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 during school hours

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 the trust 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, the trust 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/trust 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.

6.3 Residential visits
We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6.4 Subject Access Requests
The School will usually deal with a SAR free of charge. Where a request is considered to be manifestly unfounded or excessive a fee to cover administrative costs may be requested. If a request is considered to be manifestly unfounded or unreasonable the School will inform the requester why this is considered to be the case and that the

School will charge a fee for complying with the request.

A fee may also be requested in relation to repeat requests for copies of the same information. In these circumstances a reasonable fee will be charged taking into account the administrative costs of providing the information.
If a fee is requested, the period of responding begins when the fee has been received.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, 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 trust may ask parents for voluntary contributions include:

- Sports activities
- School trips
- Rewards trips

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

8. Remissions

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

9. Monitoring arrangements

The Chief Financial Officer monitors charges and remissions, and ensures these comply with this policy.
This policy will be reviewed by the Chief Financial Officer at least every two years. At every review, the policy will be approved by Finance and Business Committee.