



## **Carlton Academy Trust Charging and Remissions policy**

**Ratified by Trust Board: (date)**

**Sept 2020**

**Signed on behalf of Trust Board:**

**R Butterfield**

**Signed by Chief Executive Officer:**

**A Kneeshaw**

**Next Review Date:**

**Sep 2021**

## **Policy Aims**

- Define 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

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

## **Definitions**

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

## **Roles and Responsibilities**

The trust board has overall responsibility for approving the charging and remissions policy, with powers delegated to the audit committee for approval. The trust board also has overall responsibility for monitoring the implementation of this policy.

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

Once informed, other academy staff are responsible consistently implementing the policy and notifying the Head of School of any specific circumstances which they are unsure or where they are not certain if the policy applies

## **When Charges Can't Be Made**

### **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 or part of a syllabus for a prescribed public examination

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

## **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

## **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

## **When Charges Can Be Made**

### **Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Music and vocal tuition, in limited circumstances
- Specific early years provision
- Community facilities

### **Optional Extras**

Optional extra's may be charged for and include the provision of materials, books, instruments or equipment. Examples include:

- Education provided outside of school time that is not part of the National Curriculum, related to a prescribed public examination that the pupil is being prepared for at the school, or religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport not related to taking a 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 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 extras.
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged 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 tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Parental agreement and consent is necessary for the provision of chargeable optional extras.

### **Music Tuition**

Schools can charge for vocal or instrument tuition provided either individually or to groups of pupils, provided at the request of parents. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If it 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

### **Residential Visits**

Charges can be made for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **Voluntary Contributions**

The school may ask for voluntary contributions to fund activities during school hours which would not otherwise be possible. These activities may commonly include educational visits or sporting activities, but may apply to a wide range of other activities. **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 may be cancelled.

### Chargeable Activities

Costs may be charged for the activities listed below, which will not exceed the cost of the provision and are proportionate to each student. This is not an exhaustive list of activities.

<b>Activity</b>	<b>Note</b>
Board and lodging on residential trips	Information about activities and costs to be distributed to parents/carers well in advance of any trip, to enable financial planning by the family to take place
The proportionate costs for any student on activities wholly or mainly outside Academy hours ('optional extras') to meet the costs of: <ul style="list-style-type: none"> <li>• Travel</li> <li>• Materials and equipment</li> <li>• Non-teaching staff costs</li> <li>• Entrance fees</li> <li>• Insurance costs</li> </ul>	
Vocal and musical instrumental tuition	Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding
Re-sits for public examinations where no further preparation has been provided by the Academy	
Examination fees where a student fails to attend an exam without good reason.	Following investigation of specific circumstances.
Any other education, transport or examinations where no further preparation has been provided by the Academy	
Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the student	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding
Any extended Academy activity	Charges to cover the additional costs incurred by the Academy, beyond any element covered by public funding

Damage, call-out charges or similar caused by students inappropriately setting off fire alarms	Charge proportionate to repair/loss incurred
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For regular activities, the charges for each activity will be determined by the trust board and reviewed in September each year.

### **Remissions**

In some circumstances the school may not apply a policy. This will be at the discretion of the trust board and will depend on the activity in question.

### **Remissions for Residential Visits**

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)