

Charging and Remissions policy

Policy Type	
Adopted by the Trustees	
Chair of the Trustees	Rev Nigel Sinclair
Date	07.02.2018
To be reviewed	
On Website	

Aim:

Elevate (Elevate Multi Academy Trust) and its Academies have a robust, clear processes in place for charging and remissions. This policy clearly set out the types of activity that can be charged for and when charges will be made.

Appendix 1 sets out the charges of each Academy.

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.

This policy complies with the Funding Agreements and Articles of Association.

Links with Other Policies:

Elevate Lettings policy

Definitions:

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

Roles and Responsibilities:

Elevate Board of Trustees:

The Trustees have delegated the overall responsibility for approving the charging and remissions policy to Elevate Audit and Resources committee, and Appendix 1 to the Local Governing Body (LGB) of the named Academy.

The Trustees have overall responsibility for monitoring the implementation of this policy, whilst delegating the day to day functions to the Head teacher and the LGB.

The head teacher

The head teacher is responsible for ensuring staff are familiar with the Charging and Remissions policy, and that it is being applied consistently.

Academy Staff:

Elevate staff are responsible for:

- Implementing the charging and remissions policy consistently;
- Notifying the Head teacher 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.

Parents:

Parents are expected to notify staff or the head teacher of any concerns or queries regarding this policy.

Where Charges Cannot 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;
 - A syllabus for a prescribed public examination that the child is being prepared for at the Academy;
 - Religious education.
- Instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is provided at the request of the child's parent;
- Entry for a prescribed public examination if the child has been prepared for it at the Academy;
- Examination re-sit(s) if the child is being prepared for the re-sit(s) at the Academy.

Transport:

- Transporting registered children to or from Academy premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered children to other premises where the Trustees or local authority has arranged for children to be educated;
- Transport that enables a child to meet an examination requirement when he or she has been prepared for that examination at the Academy;
- 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 child is being prepared for at the Academy;
 - Religious education.
- Supply teachers to cover for those teachers who are absent from the Academy accompanying children on a residential visit.

Where charges Can Be Made:

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.

Optional Extras:

Elevate and its Academies are able to charge for activities known as 'optional extras'. In these cases, an Academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of academy time that is not part of:
 - The national curriculum;
 - A syllabus for a prescribed public examination that the child is being prepared for at the Academy;

- Religious education.
- Examination entry fee(s) if the registered child has not been prepared for the examination(s) at the Academy;
- Transport (other than transport that is required to take the child to the academy or to other premises where the local authority/Trustees has arranged for the child to be provided with education);
- Board and lodging for a child on a residential visit;
- Extended day services offered to children (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 children will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of children participating. Any charge will not include an element of subsidy for any other children 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 children who do not wish to participate. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music Tuition:

The Academy can charge for vocal or instrumental tuition provided either individually or to groups of children, provided that the tuition is provided at the request of the children'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 child who is looked after by a local authority.

Residential Visits;

Elevate and its Academies can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary Contributions:

As an exception to the requirements set out in this policy, an Academy 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:

School Trips;

Sports 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 an Academy is unable to raise enough funds for an activity or visit, then it will be cancelled.

Remissions:

In some circumstances an Academy may not charge for items or activities. This will be at the discretion of the LGB and will depend on the activity in question.

Remissions for Residential Visits:

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

- Universal credit in prescribed circumstances;
- Income Support;
- Income Based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Monitoring Arrangements:

The Head teacher monitors charges and remissions, and ensures these comply with this policy. Appendix 1 will be reviewed by the LGB every year.

Appendix 1

(Name of Academy)

Activities the Academies charge for

The Academy will charge for the following activities:

Academy Meals: There is no charge for children who are entitled to free academy meals or infant free academy meals. Children who are not entitled to free academy meals will be charged as per the displayed prices.

Before and After School – **insert charges**

Nursery school

Insert activities your Academy charges for, e.g. breakfast, after-school and sports clubs.

For regular activities, the charges for each activity will be determined by the LGB and reviewed annually. Parents will be given at least a term's notice of any charges for the coming year.

Fundraising:

- An Academy will seek to support and acknowledge any fund-raising activities organised by the (please complete the name of the PTA) or any other community bodies with whom an Academy agrees to be associated in raising funds for the Academy.
- Whilst an Academy will seek and encourage sponsorship, the nature and conditions of the sponsorship and of the sponsoring body will be considered by the Head teacher and LGB before entering into any formal commitment.

Early Years Provision:

- There will be no charge made by an Academy for the Statutory 15 hours per week or 30 hours per week funding Early Years provision in line with other statutory educational provision by the Academy.
- Where an Academy provides additional hours options for parents or carers the Academy will determine levels of charge per child per term which ensure that an effective and reliable service can be offered. Such charges will be determined in advance, agreed the LGB, and set out in a Parental Agreement Form which will set out the services offered and the terms of conditions of the service.
- The charges for such optional services will be determined on a non-profit making basis which ensures that all necessary costs, including planning and administration time, are covered.
- Charges and the schedule of payments of charges will be notified and agreed on a termly basis in advance. There will be no obligation to refund any payments in the event of the absence of a child from one or more agreed sessions. Failure to pay agreed charges will result in the loss of the child's place in the additional sessions.
- Allocation of the number of places available for the optional sessions will be on a 'first-come, first served' basis.

Lettings: **or insert schedule of charges**

Scale of charges:

Lettings of rooms/site:

School Hall

Playing field

MUGA

