



CHARGING AND REMISSIONS POLICY

The schools in the Connect Schools Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Staff Responsible:	Finance Manager Head Teachers
Date of Review:	January 2018
Date of Next Review:	January 2019

VERSION CONTROL

Date	Change
December 2017	Policy reviewed and changed to new format
January 2018	Policy reviewed and moved to Trust format.
	Page 4: - Addition of roles and responsibilities of the Trust.
	Page 9: - Addition of section 9.2 defining remissions for pupil premium children
	Page 9: - Addition of section 9.3 defining remissions for pupils whose parents have no recourse to public funds.

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1. Aims

Our schools aim 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.

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

The Board of Trustees has an overarching role in ensuring that policies, procedures and training in CONNECT schools are effective and comply with the law at all times.

The Chief Executive Officer (CEO) monitors the effectiveness of policies, procedures and training in CONNECT schools and reports to the Board of Trustees.

Local Governing Bodies (LGB) are expected to monitor the effectiveness of policies, procedures and training in their own school and report any concerns to the CEO or Chair of Trustees.

The Board of Trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Head Teacher. Within the Connect Schools, monitoring the implementation of this policy has been delegated to the Finance Managers.

4.1 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.

4.2 Staff

Our 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

4.3 Parents

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

5. Where charges cannot be made

Below we set out **what the schools 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 the schools 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 school 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/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 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

The schools 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.

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:

- Educational Visits and Activities
- Visits to the school from outside providers
- Life Bus
- Some sporting activities not provided under the national Curriculum

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 the Connect Schools charge for

The schools will charge for the following:

- Breakfast and After School Clubs. These are charged per session, to include all activities arranged by the club, and breakfast or light tea as appropriate to the session.
- Certain documents; although these will usually be provided free of charge, the schools reserve the right to make a charge to cover costs incurred.
- The cost of repair or replacement if an adult or child deliberately damages school property.
- Lettings – please see separate Lettings Policy.

9. Remissions

In some circumstances the school 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 governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will 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

9.2 Pupil Premium

Pupil premium can be used to subsidise activities for children who are in receipt of free school meals or are recorded as “Ever 6”. This subsidy will usually be 50% of the full cost, and can be made towards;

- Club fees
- Music tuition
- Educational visits
- Costs for residential visits, in excess of the cost of board and lodging
- Anything else which is likely to add to the child’s learning.

9.3 Pupils with No Recourse to Public Funds

Consideration will be given to subsidising activities for children whose parents have no recourse to public funds and are unable to afford to contribute. This subsidy will take the same format as that available to pupil premium children.

10. Monitoring arrangements

The Finance Managers monitor charges and remissions, and ensures these comply with this policy.

This policy will be reviewed annually. At every review, the policy will be approved by the Board of Trustees.

January 2018

Review Date: January 2019