



**CHARGING AND REMISSIONS POLICY**  
**FOR SCHOOLS WITHIN**  
**THE KEYS FEDERATION ACADEMY TRUST**

**St. Peter's C. of E. Primary School, Hindley**  
**Hindley Green Community Primary School**  
**St. John's C. of E. Primary School, Hindley Green**  
**St. John's C. of E. Primary School, Abram**



May 2018

## **CHARGING AND REMISSIONS POLICY IN CONNECTION WITH EDUCATION at Schools within The Keys Federation Academy Trust**

### **1. General**

- 1.1. The Keys Federation Academy Trust aims to have robust, clear processes in place for charging and remissions and clearly set out the types of activity that can be charged for and when charges will be made.
- 1.2 This policy is based on advice from the Department for Education on charging for school activities (October 2014) 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.
- 1.3 In this policy, definitions are:  
Charge relates to a fee payable for specifically defined activities;  
Remission is the cancellation of a charge which would normally be payable.

### **2. Prohibition of Charges**

The schools are prohibited from charging in respect of the following:-

#### **2.1 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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;  
However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents/carers.

#### **2.2 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 Board of Directors 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.

#### **2.3 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.

### 3. Permitted Charges

The schools may charge for:

#### 3.1 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 (see below)
- Certain early years provision
- Community facilities

#### 3.2 Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment.

Optional extras include:

- 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 schools;
  - part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the schools;
- Transport (other than transport that is required to take the pupil to school or to other premises where the school 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.

### **3.3 Music Tuition**

Charges may be made for vocal or instrumental tuition provided either individually, or to a group of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

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 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.

### **4. Voluntary Contributions**

As an exception to the requirements set out in Section 2 of this policy, schools may ask for voluntary contributions from parents/carers to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- School trips and visits
- Themed visitors to school
- Sports activities

The Board of Directors or Principals will also make it clear to parents that there is no obligation to make any contribution and no child will be excluded from an activity if their parent/carer is unwilling or unable to pay.

However, if the activity cannot be funded without voluntary contributions the Board of Directors and Principals will make this clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.

### **5. Activities which The Keys Federation Schools charge for:**

The schools will charge for the following activities:

After-School Clubs - £1 per session towards staffing costs, equipment and materials

Parentally requested Individual/Group Music/Vocal Tuition – calculated cost per week and covers staffing costs

Holiday Clubs - 9.00 am to 3.00 pm - £10 per day covers staffing costs, equipment and materials

Holiday Club Childcare – 8.00-9.00 and 3.00-5.00 pm - £6 per day for staffing costs, snacks, equipment and materials – charged through Play Pals Childcare Ltd.

Termly Childcare Before & After School – charged through Play Pals Childcare Ltd.

## **6. Remissions**

In some circumstances the schools may not charge for items or activities set above. This will be at the discretion of the Board of Directors and will depend on the activity in question.

### **6.1 Remissions for residential visits**

Parents/carers 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 HMRC) 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.

### **6.2 Remissions for voluntary contributions for school trips/visits**

Pupils who are in receipt of Pupil Premium Funding will receive a 50% reduction on requests for voluntary contributions for school trips/visits.

This policy was approved by the Board of Directors' Resources Committee during the summer term 2018 will be reviewed annually.

Signed

*B. Anthon*

Chair of Board of Directors