



# Charging and Remissions Policy

<b>Author/Owner (Name and Title)</b>	Chief Finance Officer
<b>Version Number</b>	Version 8
<b>Date Approved/Reviewed</b>	February 2024
<b>Date of Next Review</b>	September 2024
<b>Approved By</b>	Finance and Operations Committee

<b>Policy Category</b>  (Please Indicate)	1	<b>Academy to implement without amendment</b>
	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)



Contents	Page
<b>1. Charging Policy</b> .....	<b>3</b>
<b>2. Charging for Trust/Academy Activities</b> .....	<b>4</b>
<b>3. Residential Visits</b> .....	<b>4</b>
<b>4. Examination Fees</b> .....	<b>4</b>
<b>5. Music Tuition</b> .....	<b>4</b>
<b>6. Materials</b> .....	<b>4</b>
<b>7. Voluntary Contributions</b> .....	<b>5</b>
<b>8. Remission of Charges</b> .....	<b>5</b>
<b>9. Activities arranged by a third party</b> .....	<b>6</b>

**Version Control**

Version	Revision Date	Revised by	Section Revised
V2	September 2018	K. Winstanley	Pg 1 section 1, additional wording in yellow Pg 1 section 2, additional wording in yellow Pg 4 section 7, additional wording in yellow wording to remove in blue Pg 5 section 9, additional wording in yellow Pg 5 section 10, additional wording in yellow Pg 6 section 11, additional wording in yellow
V3	August 2019	L Burton	Pg 3 section 3 additional wording
V4	September 2020	L Birley	Executive Principal changed to CEO
V5	September 2021	L Birley	No changes
V6	September 2022	L Birley	No changes
V7	May 2023	L Birley	No changes
V8	Feb 2024	Legal	Reviewed against guidance and updated 2020 governors handbook, no changes



## 1. Statement

Exceed Learning Partnership is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

## 2. Legal Framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Sections 449-462 of the Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governance Handbook'
- 'Our Funding Agreement'

## 3. Charging Policy

This Charging Policy informs staff and parents about charging for Trust/Academy activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The Trust/Academy operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the Trust/Academy's basic curriculum for religious education.



Any charges made in respect of individual pupils will not exceed the actual cost of providing the activity per pupil.

#### **4. Charging for Trust/Academy Activities**

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

#### **5. Residential Visits**

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as “optional extras” are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

#### **6. Examination Fees**

The cost of examination fees, where the examination preparation has not been carried out at school may be charged to parents.

Where in the opinion of the Principal and Governing Body, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the pupil, then the fees will be recovered.

Examination fees will be recovered where the pupil fails to take the final examination, without good reason.

#### **7. Music Tuition**

Charges are made for teaching either an individual pupil, or pupils in a group of any size up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

#### **8. Materials**

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.



## 9. Extended Day Services

Charges are made for extended day services offered to pupils such as breakfast clubs and after-school clubs.

## 10. Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account:

- Contributions from parents are only considered where the Academy's own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.
- All requests to parents for contributions make it quite clear that the contributions are voluntary.
- Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.
- If insufficient voluntary contributions are raised to fund a visit, or the Academy cannot fund it from some other source, then it must be cancelled.
- Voluntary contributions are sought from parents in receipt of Income Support or Family Credit in line with the remission policy.

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events
- Residential Trips

**Voluntary contributions will be used to:**

Fund the cost of any visit/experience to make such a visit viable.

## 11. Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits;

- Free school meals
- Income Support
- Income-based Jobseekers' Allowance
- Support under part VI of the Immigration & Asylum Act 1999



- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the prescribed amount for the financial year to which this policy applies
- Guarantee element of State Pension Credit
- An Income related employment and support allowance that was introduced on 27 October 2008
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than the rate assessed by the Inland Revenue for the financial year for which this policy applies

## 12. Activities arranged by a third party

Activities arranged by an outside organisation may be charged to parents. Such an arrangement would not need to meet the Trust/Academy's policy on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved full details will be submitted, through the Principal to the Governing Body, for approval.

Policy Agreed: May 2023

Signed CEO:

Signed Chair of Directors

Policy to be reviewed in Spring 2024