



Charging & Remissions Policy

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Author Initials	SW
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(This policy supersedes all previous)

CHARGING POLICY

1. Purpose

The Trust is committed to ensuring that all pupils have access to a broad and balanced curriculum and to educational opportunities regardless of their family's financial circumstances.

This policy sets out:

- Activities for which charges may be made;
- Activities for which charges cannot be made;
- Circumstances in which charges may be remitted or subsidised; and
- The arrangements for voluntary contributions.

This policy complies with Sections 449–462 of the Education Act 1996 and Department for Education guidance *Charging for School Activities* (May 2018). Academies are required through their Funding Agreements to comply with these requirements.

2. Principles

The Trust will:

- Ensure no pupil is excluded from an activity essential to the curriculum because of financial hardship.
 - Apply charges fairly and consistently.
 - Consider remissions and financial assistance where appropriate.
 - Ensure all income generated through charges is used solely for the purpose for which it was collected.
 - Maintain transparency regarding all charges and requests for contributions.
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3. Activities for Which No Charge Will Be Made

The Trust will not charge for:

Education During School Hours

Including:

- Teaching activities;
- Materials, books, instruments and equipment;
- Curriculum-related activities;
- Examination preparation delivered during school hours.

Education Outside School Hours

Where it forms part of:

- The National Curriculum;
- Religious Education;
- A prescribed public examination syllabus for which the pupil is being prepared by the academy.

Public Examinations

The Trust will not charge for:

- Entry to prescribed public examinations where the pupil has been prepared by the academy;
- Examination re-sits where the academy prepares the pupil for the re-sit.

Instrumental and Vocal Tuition

Where provided as part of:

- The National Curriculum; or
- First-access music programmes funded by government initiatives.

4. Activities for Which Charges May Be Made

The Trust reserves the right to charge for:

4.1 Optional Extras

Charges may be made for activities that take place wholly or mainly outside school hours and are not part of:

- The National Curriculum;
- Religious Education; or
- A prescribed examination syllabus.

Examples include:

- Educational visits;

- Residential trips;
- Leisure and recreational activities;
- Clubs provided outside the school day.

The charge may include:

- Transport;
- Materials and equipment;
- Entrance fees;
- Board and lodging;
- Staffing costs;
- Administration costs directly related to the activity.

The amount charged will not exceed the actual cost of provision divided equally between participating pupils.

4.2 Materials and Ingredients

A charge may be made where parents/carers have indicated in advance that they wish to own a finished product, for example:

- Design Technology projects;
- Art and craft products;
- Food Technology products.

4.3 Music Tuition

Charges may be made for individual or group music tuition provided at the request of parents/carers where the tuition is not required as part of:

- The National Curriculum;
- Public examination requirements; or
- SEND provision.

4.4 Examination Fees

Charges may be made where:

- A pupil is entered for an examination for which they have not been prepared by the academy;
- A pupil is entered for an examination against professional advice from the academy;

- A pupil fails, without good reason, to attend or complete an examination where the Trust has incurred an entry fee.
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4.5 Community Facilities

The Trust may charge for services and facilities provided to the wider community outside its educational functions.

Examples include:

- Lettings;
- Adult learning programmes;
- Community sporting activities.

Charges will be determined annually by the Trust.

5. Residential Visits

For residential visits that take place during school hours or form part of the curriculum:

- Charges may be made for board and lodging only.
- The cost of educational provision must not be charged.

For residential visits which are optional extras, the full cost may be charged.

6. Voluntary Contributions

The Trust may request voluntary contributions to support:

- Educational visits;
- Curriculum enrichment activities;
- Visiting speakers;
- Workshops;
- Cultural events.

Where voluntary contributions are sought:

- There is no obligation to contribute;
- Pupils will not be treated differently according to whether a contribution is made;
- No child will be excluded due to inability or unwillingness to pay;
- The activity may be cancelled if insufficient contributions are received to make it viable.

7. Remissions and Financial Assistance

The Trust is committed to supporting disadvantaged families.

The Trust may wholly or partially remit charges where:

- A pupil is eligible for Free School Meals (FSM);
- A parent/carer is experiencing financial hardship;
- The pupil is looked after by a local authority;
- The pupil is subject to a Child in Need or Child Protection Plan;
- The academy believes participation is necessary to support the pupil's educational, social or emotional wellbeing.

Support may include:

- Full remission;
- Partial remission;
- Payment by instalments;
- Subsidies from academy or charitable funds;
- Support through Pupil Premium funding where appropriate.

Applications for assistance will be treated confidentially.

8. Delegated Authority

The Headteacher/Principal of each academy is authorised to:

- Determine the viability of activities;
- Recommend charges;

The Board of Trustees retains overall responsibility for this policy.

9. Equality and Inclusion

The Trust will implement this policy in accordance with:

- The Equality Act 2010;
- The Trust's Equality Objectives;
- The Trust's SEND Policy.

No pupil will be disadvantaged on the grounds of:

- Disability;
- Race;
- Religion or belief;
- Sex;
- Gender reassignment;
- Pregnancy or maternity;
- Sexual orientation;
- Socio-economic disadvantage.

10. Monitoring and Review

The Board of Trustees will review this policy annually or sooner if required due to changes in legislation, DfE guidance or Trust arrangements.