



## Charging & remissions Policy

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This Policy has been created using a template downloaded from TheKey (updated January 2022)



The term 'school' is used as standard to mean the educational establishment that is adopting this policy.

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## 1. Aims

Our school aims 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
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

To ensure this document remains relatively future-proof it includes reference to activities (such as public examinations and music lessons) that are not on offer at the time of producing this policy but would be covered by this policy should we offer these in the future.

This policy is updated every year. Any interim changes to the range of activities where we request voluntary contributions or levy a charge (Sections 7 & 8) will be reflected in the next updated version of this policy.

## 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Voluntary Contribution:** an optional payment made by parents to cover part or all of the cost of an activity
- **Remission:** the cancellation of a **charge** which would normally be payable

## 4. Roles and responsibilities

### 4.1 The governing body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving, monitoring the implementation this charging and remissions policy has been delegated to the Finance, Audit & Risk Committee.

### 4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

### 4.4 Parents

Parents are asked to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges may not be made

### 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 body 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, covering for teachers who are absent from school, accompanying pupils on a residential visit

## 6. Where charges may be made

### 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, schools 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 or governing body 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 parent is unable or unwilling to pay the full charge the school will always try hard to ensure that no child is excluded from the activity. The possible courses of action are set out below. *It is important to note that the school's strong preference is to avoid actions 2 or 3 if this is at all possible.*

1. The school will subsidise or cover the full amount using alternative funding streams (e.g. from fundraising activities, grants, gifts) or
2. The child will be excluded from the activity/event or
3. The event/activity will be cancelled

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**

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 may charge for board and lodging on residential visits, but the charge must not exceed the actual cost. (See also 9.1 below)

## 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 which would not otherwise be possible.

**7.1 Some activities for which the school may ask parents for voluntary contributions include:**

- Horse-riding
- Theatre trips
- Class outings (not related to the 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.

**7.2 Currently, The Woodlands Academy does ask for voluntary contributions to support:**

- Catering/Food Technology lessons.

Our commitment to improving key life/employment skills means that great emphasis is placed on such practical activities. Increasing proficiency from our school population means that ever more complex (and therefore, often, more expensive) recipes are being tackled. We are seeking simply to cover some of the cost of this.

Parents are asked to contribute on the following basis:

- (From 6.1) that “the child’s parent wishes him or her to own” the end product.
- Menus are planned a ½ term in advance and the actual costs worked out.
  - These costs are averaged and a weekly contribution requested from parents
  - Overpayment (as a result of lessons being changed/cancelled, pupil absence or changes in the cost of ingredients) will be refunded to parents or carried forward according; to the wishes expressed by the parent
- **We make clear that there is no obligation for parents to make any contribution, and no child will be excluded from the activity if their parents are unwilling or unable to pay.**

There is no minimum level of overall contributions set. Lessons may be amended to stay within our budgetary limitations but will not be cancelled.

## 8. Activities we charge for

Currently, The Woodlands Academy is not running any activities for which we make a charge. If this changes we will ensure that the charges are in-line with section 6 of this policy and will publish details in the next scheduled update of this policy.

## 9. Remissions

In some circumstances the school might choose not to charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing body and will depend on the activity in question. In these circumstances the school will be responsible for securing any shortfall in funding (e.g. via fundraising, grants, gifts) without levying additional charges on parents who are paying.

### 9.1 Remissions for residential visits

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)