



Charging and Remissions Policy

Document provenance

This policy was approved by Trustees

Approver: Finance Committee

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ELT Owner: Chief Finance Officer

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Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually. Should no substantive changes be required at that point, the policy will move to the next review cycle.

Policy purpose and summary

This is a statutory policy which sets out E-ACT's obligations in relation to charging and remissions.

It details the type of activity our academies can charge for. It explains when and how the charges will be applied and who might qualify for help with the cost. The policy also details any exemptions which can be applied to the charges.

Related policies or guidance

- Trips and Visits Policy
 - Lettings Policy

Charging and Remissions Policy

1. Introduction

- 1.1. E-ACT recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards pupils' personal and social education.
- 1.2. E-ACT aims to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.
- 1.3. While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, E-ACT reserves the right to make a charge for certain activities organised by the Academies from time to time.

2. Scope

- 2.1. This policy applies to academies and should also be read by parents/carers.

3. Legislation and regulation

- 3.1. The legislative and regulatory basis for charging and remissions is contained within:
 - Sections 449 – 462 of the Education Act 1996.¹
 - [The Charges for Music Tuition \(England\) Regulations 2007](#)
 - [s27\(1\) The Education Act 1996](#)

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Charging

What we cannot charge for:

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:
 - o The National Curriculum
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - o Religious education

What we can charge for:

¹ <http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III>

Optional Extras

4.1. Optional extras can include:

- Education provided outside of academy time not part of the curriculum, part of religious education or in preparation for a public examination a pupil is being prepared for by the academy;
- Examination entry fees if the subject is not offered at the Academy;
- Transport that is not taking a pupil to the Academy;
- Board and lodging on a residential visit; extended day services such as breakfast and after school clubs;
- Before and school clubs/enrichment activities;
- Holiday (out of school hours) activities.

4.2. The Academy endeavours to provide a range of activities which are held outside the compulsory curriculum.

4.3. Parents/carers will be notified in advance of any such activities and their estimated cost. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made.

4.4. Any charge will depend upon the type of activity, its cost, and the number of participants. This charge will not exceed the total cost of providing the activity.

4.5. Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges will be made.

Charging for residential activities

4.6. Whether the activity is during Academy hours or arranged outside of Academy hours, charges will be made for the board and lodging element of such activities.

4.7. Parents/carers will be notified in advance of any such activities and their estimated cost and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each pupil.

4.8. The Academy reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions.

Materials, equipment, and ingredients

4.9. E-ACT reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in Academy hours, for example during design and food technology lessons for pupils. This will be at the discretion of the Academy.

4.10. It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment, or clothing for activities which take place outside Academy hours, and which are purely voluntary and optional. (It remains the parent/carer's responsibility to supply Academy uniform including PE Kit).

Examination Fees

- 4.11. No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the Academy. If a pupil fails without reasonable cause to complete the examination requirements of any second attempt of a public examination for which the Academy has paid the entry fee, the fee involved will be recovered from the pupil's parents/carers. Where this is the case, in exceptional circumstances, such as the illness of the pupil, the fee payable by parents/carers may be remitted by the Academy.
- 4.12. Where a pupil and their parents/carers wish to enter a public examination for a subject/course not delivered by the Academy, a charge for the cost of entering the pupil for the examination will be made and parents/carers will be advised of the approximate cost at the time of application.
- 4.13. The Academy will review which pupils did not reach their potential grade and decide which pupils should be re-entered for exams. This will be paid for by the Academy (Exams Office).
- 4.14. Parents/carers can request to pay for a re-sit if the Academy has not already recommended for this to take place. In this circumstance, and where the Academy has not prepared the pupil for the examination, the Academy will have the right to charge for the exam entry fee.

Music Tuition²

- 4.15. The Academy can charge for individual tuition in the playing of a musical instrument, including vocal tuition, whether in or out of Academy hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum, the pupil is defined as looked after, or previously looked after³, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.
- 4.16. Any such tuition must be delivered at the request of the parents/carers. The costs of music tuition will not exceed the cost of providing it, including, amongst other things, the cost of providing a music teacher.

Community Users⁴

- 4.17. The Academy may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities, and sports clubs. Please see the Lettings Policy for further information.

General

- 4.18. E-ACT may from time to time amend the categories of activity for which a charge may be made, within the confines of the legislation.
- 4.19. Nothing in this policy statement precludes E-ACT from inviting parents/carers to make a voluntary contribution towards the cost of providing

² [The Charges for Music Tuition \(England\) Regulations 2007](#)

³ As defined by [s22\(1\) Children Act 1989](#)

⁴ Powers to provide community facilities are detailed in [S27\(1\) Education Act 1996](#)

education for pupils.

5. Remissions

- 5.1. Parents/carers may apply to E-ACT for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case-by-case basis.
- 5.2. E-ACT may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the discretion of the senior management of the Academy. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made.
- 5.3. When arranging a chargeable activity, E-ACT will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the Application for Remission form (see appendix A) and forward it to the Academy Finance Office and, if requested, provide proof of their income or benefit.
- 5.4. Authorisation of remission will be made by the Headteacher and/or Regional Finance Lead. All parents/carers, however, will have the right of appeal to the Academy, normally represented by the Education Director.
- 5.5. In some circumstances, the academy may not charge for items or activities such as school trips/activities. This will be at the discretion of the Headteacher and will depend on the trip/activity in question. Parents/ who can prove they are in receipt of any of the following benefits can apply to get all or part of the cost remitted:
 - Universal Credit (as prescribed in government guidelines on roll-out);
 - Income Support;
 - Income-based Jobseeker's Allowance;
 - Child Tax Credit, as long as they do not receive Working Tax Credit. 38T;
 - The Guarantee Element of the State Pension Credit;
 - Support under part VI of the Immigration and Asylum Act 1999;
 - An income related employment and support allowance that was introduced on 27 September 2008;
 - Other exceptional circumstances may be considered by the senior management team at the Academy.
- 5.6. In the case of uniform support or other chargeable activities remissions will be at the discretion of the Senior Management Team at the Academy if the parent meets the criteria in 5.5.

6. Voluntary contributions

- 6.1 As an exception to the requirements set out in this policy, each academy is able to ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.
- 6.2 Some activities for which the academy may ask parents/carers for voluntary contributions include:
 - School trips, which enrich the curriculum and education experience of the children

- Workshops, performances, and Curriculum Themed Days that take place in school

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. Damaged or lost property

- 7.1 Lost items of clothing, such as school uniform, cannot be refunded by the academy, however they will make every effort to help lost items to be found.
- 7.2 If a child intentionally damages or defaces academy property a meeting will be held with parents/carers to discuss a fair resolution. This could result in a charge to replace or restore the damaged property.
- 7.3 Similarly, the academy will not fund replacement or repairs of property which has been damaged through an incident between children, between adults or between children and adults.
- 7.4 The academy will not charge for accidental breakages of school property however deliberate or willful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs. In such cases parents/carers will be expected to pay for the replacement rather than the cost of the original.

8. Training

- 8.1. Finance staff will be trained in the process for charging remissions as part of their standard scheme of work.

9. Responsibilities

The following responsibilities apply in relation to this policy:

- Board of Trustees – has overall responsibility of the application for this policy and its approval
- Chief Financial Officer – has the responsibility to ensure the policy is legally compliant and tailored to E-ACTs circumstances
- Educational Directors (EDs) – have responsibility to ensure this policy is applied correctly in their regions and to represent E-ACT on any remissions appeals.
- Headteachers – have responsibility to ensure the policy is applied correctly in their academies and are responsible for:
 - Implementing the charging and remissions policy consistently
- Teachers – have responsibility to understand the policy and explain its application to parents/carers as appropriate.

10. Monitoring, compliance, and impact

- 10.1. Compliance with this policy will be monitored by the Chief Finance Officer and the internal audit team.

11. Refunds for Trips

11.1 Where the organisation agrees to refund a deposit/cost of a trip or activity then this will be passed onto parents/carers. If this is not in the organisation's policy, then E-ACT cannot take liability for a refund. Please note that a child's absence will not mean an automatic refund for a Trip. All refunds will be at the discretion of the Headteacher and agreed by the EDs.

We are a cashless Trust; therefore, all payments should be made via parentpay, and all refunds will be made in the same way.

**Appendix A
E-ACT**

Application for Remission from Charges/Academy Uniform Support

Date:	Name of Pupil:
Name of Parent/Carer:	Signature of Parent/Carer: Date:
Activity/ Funding required for:	Total Cost:
Reason for application/circumstances <i>(Please give details of benefits currently received)</i>	
To be completed by the Academy:	
Granted / Not granted:	
Amount and breakdown of subsidy granted:	Approved by: [Finance and Headteacher to sign]
Time given to pay:	Date:
Can this be funded from Activities for All grant?	Other funding/Budget area?
Distribution List: (if applicable)	
Finance Office:	Headteacher:
Trips Leader:	Other: