

<b>Title of Policy/Procedure</b>	Charging and Remissions Policy
<b>Reviewer:</b>	Chief Financial Officer
<b>To be read in conjunction with the following policies:</b>	Financial Procedures, Administration and Control Policy
<b>Consultation Process</b>	N/A
<b>Policy Date:</b>	June 2025
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## **16. The Charging & Remissions policy**

16.1. The Trust is committed to the general principle of free education and recognises the valuable contribution that a wide range of activities, including school visits and residential experiences, can make towards all aspects of students' education. It also believes that all our students should have an equal opportunity to benefit from academy activities and visits (curricular and extracurricular) independent of their parent's financial means.

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

16.2.1. Education Act (1996) sections 449-462

16.2.2. The Charges for Music Tuition (England) Regulations (2007)

16.2.3. DfE (2018) Charging for School Activities

16.2.4. DfE Academy Trust Governance Guide (2024)

16.2.5. DfE (2024) Academy Trust Handbook

16.2.6. Blue Kite Academy Trust funding agreement; and

16.2.7. Any other legislation / statutory guidance that may come into force from time to time.

16.3. The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

16.3.1. where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead

16.3.2. we have established a system for parents to pay in instalments

16.3.3. when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

16.3.4. we acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

### **16.4. Early Years**

16.4.1. Children under compulsory school age (Early Years) are able to take up a universal free Early Years placement from the term after they turn three. This works out at fifteen hours per week when spread over thirty-eight weeks.

16.4.2. Schools are able to charge for extra costs including additional hours, meals/snacks, consumable (for example nappies) and additional voluntary services, for example trips, forest school sessions). All additional charges must be transparent.

16.4.3. Guidance around Early Years placements has been updated and new regulations come into place from January 2027, this guidance will be updated accordingly.

16.5. The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

16.6. The policy identifies activities for which:

16.6.1. voluntary contributions may be requested

16.6.2. charges will be made

16.6.3. charges will not be made

16.6.4. charges may be waived.

#### **16.7. Voluntary contributions**

16.7.1. Separately from the matter of charging, schools may always seek voluntary contributions to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

#### ***The Law states:***

16.7.2. if the activity cannot be funded without voluntary contributions the Board of Trustees or Headteacher will make this clear to parents from the outset

16.7.3. no child will be excluded from an activity because his or her parents are unable or unwilling to pay

16.7.4. if insufficient contributions are received, the trip or activity may have to be cancelled

16.7.5. if a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

#### **16.8. Charges will be made**

16.8.1. The Trust reserves the right to make a charge for the following activities which may from time to time be organised by the school:

16.8.1.1. **Activities outside school hours** - the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below (time spent on travel counts in this calculation if the travel itself occurs during school hours)).

16.8.1.2. **Residential activities held during school hours** - charges may be made for the board and lodging element of those residential activities during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made. However, pupils whose parents are in receipt of certain benefits (see remissions

policy below) may not be charged for board and lodging costs.

16.8.1.3. **Music tuition** - vocal and instrumental tuition for individuals or to a group of two or more pupils if it is provided at the request of the pupil's parent

16.8.1.4. **Home to school student transport** - costs incurred by the school in providing home to school transport for students who live outside of the school's designated catchment area.

16.8.2. Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their child is to participate in any activities for which a charge may be made.

16.8.3. Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

16.8.3.1. the pupil's travel costs

16.8.3.2. the pupil's board and lodging costs

16.8.3.3. materials, books, instruments, and other equipment

16.8.3.4. non-teaching staff costs

16.8.3.5. entrance fees to museums, castles, theatres, etc.

16.8.3.6. insurance costs

16.8.3.7. the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

16.8.4. If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day be divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

## **16.9. Charges will not be made**

16.9.1. Charges will not be made for the following:

16.9.1.1. an admission application

16.9.1.2. education provided during school hours (including the supply of any materials, books, instruments, or other equipment)

16.9.1.3. 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 the school's basic curriculum for religious education

16.9.1.4. tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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

- 16.9.1.5. entry for a prescribed public examination, if the pupil has been prepared for it at the school
- 16.9.1.6. 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 a charge will be made
- 16.9.1.7. education provided on any trip that takes place during school hours
- 16.9.1.8. education provided on any trip that takes place outside school hours, 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 the school's basic curriculum for religious education
- 16.9.1.9. supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- 16.9.1.10. transport provided in connection with an educational trip.

#### **16.10. Charges may be made**

- 16.10.1. A charge may be made for the following:
- 16.10.2. Any damage caused (but not limited) to buildings or transport by a deliberate action.

#### **16.11. Remissions**

- 16.11.1. To remove financial barriers from disadvantaged pupils, the Trust has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.
- 16.11.2. Families will qualify for remission or help with charges if they are in receipt of pupil premium and/or currently in receipt of free school meals.
  - 16.11.2.1. income support including pension credit for over 60's
  - 16.11.2.2. income-based Jobseekers Allowance
  - 16.11.2.3. Child Tax Credit, (but not working tax credit) and who have a yearly taxable household income that is not more than the levels stated in Government guidelines
  - 16.11.2.4. an income related employment and support allowance
  - 16.11.2.5. support under part V1 of the Immigration & Asylum Act 1999
- 16.11.3. Additional categories of parents may claim help with some costs in the following circumstances:
  - 16.11.3.1. specific individual circumstances that have caused temporary hardship
  - 16.11.3.2. recently moved into hardship but not yet receiving the benefits mentioned above
  - 16.11.3.3. made a specific request to the Headteacher for any other justifiable reason. The remission is at the Headteacher's discretion in these circumstances based on any evidence provided.