

Charging and Remissions Policy

Date	May 25
Version	5
Circulation	Public
Owner	CFO
Date approved	June 2025
Approved by	Standards Committee
Review date	May 27
Status	

Contents

Purpose and scope	3
Relevant additional policies, law and guidance	3
Definitions	3
Roles and responsibilities	3
The Trust.....	3
The Principal/Headteacher	3
Employees	3
Parent/carer	3
Where charges cannot be made	4
Where charges can be made	4
Voluntary contributions	6
Activities our academies charges for	6
Remissions	6
Remissions for residential visits	6
Monitoring and review	6

Purpose and scope

The Learning Community Trust 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 young people from taking full advantage of these opportunities

Relevant additional policies, law and guidance

This policy should be used in conjunction with the following additional documents:

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.

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

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The Trust

The Trust has overall responsibility for approving the charging and remissions policy. The Trust also has overall responsibility for monitoring the implementation of this policy.

The Principal/Headteacher

The Principal/Headteacher is responsible for ensuring employees are familiar with the charging and remissions policy, and that it is being applied consistently.

Employees

Our employees are responsible for:

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

The academy senior leadership team will provide employees with appropriate training in relation to this policy and its implementation.

Parent/carer

Parent/carer are expected to notify employees or the Principal/Headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

Below we set out **what the academy 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:
 - 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/carer.
- 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

Transport

- Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the academy
- Transport provided in connection with an educational visit

Residential visits

- Education provided on any visit that takes place during academy hours
- Education provided on any visit that takes place outside academy 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Where charges can be made

Below we set out **what the academy can charge for**:

Education

- Any materials, books, instruments or equipment, where the young person's parent/carer wishes them to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances.
- Certain early years provision.
- Community facilities.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy and the pupil fails, without good reason, to meet any examination requirement for a syllabus.

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the academy 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 academy
- Transport (other than transport that is required to take the pupil to the academy or to other premises where the local authority/governing board 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 parent/carer are unwilling or unable to pay the full charge.

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.

Parent/carer agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

The academy 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/carer.

Charges may not exceed the cost of the provision, including the cost of the deliverer 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

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the academy is able to ask for voluntary contributions from parent/carer to fund activities during school hours which would not otherwise be possible.

Some activities for which the academy may ask parent/carer for voluntary contributions include: school trips, sports activities. **There is no obligation for parent/carer to make any contribution, and no child will be excluded from an activity if their parent/carer 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.

Activities our academies charges for

The academy will charge for the following activities: breakfast club, some after-school and sports clubs. The charges pay for staffing to enable the clubs to run, and for food items in the breakfast club.

For regular activities, the charges for each activity will be determined by the local governing body and reviewed in September each year. Parent/carer will be informed of the charges for the coming year in July each year.

Remissions

In some circumstances, the academy may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the local governing body and will depend on the activity in question.

Remissions for residential visits

Parent/carer who can prove they are in receipt of the following benefits can apply to the Principal/Headteacher for a contribution towards 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- 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 £7,400 a year (after tax and not including any benefits you get)

Monitoring and review

The Trust's CFO will monitor the implementation of this policy, including making sure that it is updated to reflect the needs and circumstances of the Trust and its academies.