

# CHARGING AND REMISSIONS POLICY

March 2024

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Be the Change



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First Version Implemented	Revision Level	Current Version Adopted by Trust	Review Date	Responsible Person
November 2019	v4.0	March 2024	March 2025	CEO

## Statement of intent

The Priestley Academy Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of educational visits, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

## Legal framework

- 1.1 This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:
- Education Act 1996
  - The Charges for Music Tuition (England) Regulations 2007
  - The Education (Prescribed Public Examinations) (England) Regulations 2010
  - DfE (2018) 'Charging for School Activities'
  - DfE (2020) 'Governance Handbook'
  - The Trust's Funding Agreement and articles of association
  - ESFA (2023) 'Academy trust handbook 2023'
- 1.2 This policy operates in conjunction with the following Trust policies and procedures:
- Concerns and Complaints Policy
  - Freedom of Information Policy and Publication Scheme
  - Scheme of Delegation
  - Finance Policy

## Charging for education

- 2.1 We will not charge parents for:
- Admissions 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education
  - Instrumental or vocal tuition, unless provided at the request of the pupil's parents/carers
  - Entry for a prescribed public examination, if the pupil has been prepared for it at the school
  - Examination re-sits, if the pupil is being prepared for the re-sits at the school
- 2.2 We may charge parents for the following:
- Materials, books, instruments or equipment, where they desire their child to own them
  - Optional extras
  - Music and vocational tuition (in certain circumstances)
  - Certain early years provision
  - Use of community facilities
  - Provision of information within the scope of freedom of information

- Schools have the right to charge parents for late collection of their children at the end of the school day beyond half an hour

## Optional extras

### 3.1 We may charge for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the Trust Board has arranged for the pupil be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

### 3.2 When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

### 3.3 The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

### 3.4 The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

### 3.5 Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

### 3.6 If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

## Voluntary contributions

- 4.1 The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents/carers to make a contribution and notify parents/carers whether assistance is available.
- 4.2 No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 4.3 The school will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions.

## Music tuition

- 5.1 Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents/carers.
- 5.2 The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.
- 5.3 Charging will not be made if the teaching is an essential part of the national curriculum.
- 5.4 Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.
- 5.5 No charge will be made in respect of pupils who are LAC.

## Transport

- 6.1 We will not charge for:
  - Transporting registered pupils to other premises where the Trust has arranged for pupils to be educated
  - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school
  - Transport provided for an educational visit

## Residential visits

- 7.1 We will not charge for:
  - 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
  - Supply teachers to cover for teachers accompanying pupils on visits
- 7.2 We may charge for board and lodging – but the charge will not exceed the actual cost.
- 7.3 Parents/Carers will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
- 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 guarantee element of State Pension Credit
  - Universal Credit – if they apply on or after 1 April 2028, their housing income must be less than £7,400 a year (after tax and not including any benefits they receive)
- 7.4 The school will provide a form for parents to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.
- 7.5 Please also refer to Section 4 – voluntary contributions.

### Education partly during school hours

- 8.1 If more than 50 percent of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 8.2 If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 8.3 **Residential visits:** if the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity. (Schools are deemed to have five sessions in a normal school day).
- 8.4 The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.
- 8.5 Any charges for extended day services will be optional.
- 8.6 Please also refer to Section 4 – voluntary contributions.

## Damaged or lost items

- 9.1 The school may charge parents/carers for the cost of replacing items broken, damaged or lost due to negligence or poor behaviour of pupils. Parents/carers will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving the costs in exceptional circumstances, e.g. financial hardship.

## Remissions

- 10.1 The school set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the visit/activity cannot be met through assistance funding and voluntary contributions, the visit/activity will be cancelled.
- 10.2 Parents/Carers in receipt of any of the following benefits may request assistance with the costs of activities:
- 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 guarantee element of State Pension Credit
  - Universal Credit – if they apply on or after 1 April 2028, their housing income must be less than £7,400 a year (after tax and not including any benefits they receive)
- 10.3 To request assistance, parents/carers should contact the school office.

## Income generation

In line with the ESFA's 'Academy trust handbook' the Trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

## Freedom of Information Policy and Publication Scheme

The Trust's Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information.