

St Edward's Academy
Charging and Remissions Policy
Approved by GB 15th February 2021



Charging and Remissions Policy

Approved by:	Governing Body	Date:
Last reviewed on:	February 2021	
Next review due by:	February 2023	

St Edward's Academy

Charging and Remissions Policy



Contents

1. Aims.....	2
2. Legislation and guidance	2
3. Definitions.....	2
4. Roles and responsibilities.....	2
5. Where charges cannot be made.....	3
6. Where charges can be made.....	4
7. Voluntary contributions.....	6
8. Activities we charge for.....	6
9. Remissions.....	6
10. Monitoring Arrangements	7

1. Aims

St Edward's Academy 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.

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.

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

3. Definitions

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

4. Roles and Responsibilities

4.1 Unity Schools Partnership and the Local Governing Body

Unity Schools Partnership takes overarching responsibility for all policy documents pertaining to St Edward's Academy. The Local Governing Body has working responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the headteacher.

Unity Schools Partnership has overall responsibility for monitoring the implementation of this policy.

St Edward's Academy

Charging and Remissions Policy



4.2 Headteacher, Deputy Headteacher and Unity Schools Partnership Finance Hub Lead

The Headteacher, Deputy Headteacher and Unity Schools Partnership Finance Hub Lead are responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently. This is supported by the St Edward's Academy Finance team.

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 whether the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the Charging and Remissions Policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications;
- Education provided during school hours;
- 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.

St Edward's Academy

Charging and Remissions Policy



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 school, Unity Schools Partnership, Local 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Nb. Educational elements of a residential visit that meet the criteria outlined above are not chargeable. Trips that fall outside of the specifications are chargeable. Transport, board and loggings are chargeable (see 6.4).

6. Where charges can be made

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

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them;
- Optional extras (see section 6.2);
- Music and vocal tuition, in limited circumstances (see section 6.3);
- Community facilities (eg the hire of sporting facilities outside of the taught curriculum);
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

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:

St Edward's Academy

Charging and Remissions Policy

- 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, Unity School Partnership or the Local 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);
- The Trust and the school may from time to time consider options of parental contributions towards the provision of devices for students allowing students to have extended access to technology. Details of these schemes where appropriate will be communicated and explained in detail.

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-employed 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.

When calculating the cost of optional extras:

- 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 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.

St Edward's Academy

Charging and Remissions Policy



Charges cannot be made:

- If the teaching is an essential part of the National Curriculum;
- For a pupil who is looked after by a local authority.

6.4 Residential Visits

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

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/carers to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include school trips to museums, art galleries, theatre visits, after school sports events etc.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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.

8. Activities we charge for

The school will charge for the following activities:

- Irregular ad-hoc overnight stay trips i.e. Revision weekends, Year 6-7 Transition weekends, language exchange trips, etc.

For regular activities, the charges for each activity will be determined by the school with approval from Unity Schools Partnership and the Local Governing Body and reviewed annually. Parents/carers will be informed of the charges for the coming year when applicable.

9. Remissions

In some circumstances, the school 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 school with approval from Unity Schools Partnership and the Local Governing Body and will depend on the activity in question.

St Edward's Academy

Charging and Remissions Policy



9.1 Remissions for Residential Visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the full 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);
- The school will consider other circumstances for support under our hardship fund. Requests for support should be initiated via hope@steds.org.uk.

10. Monitoring Arrangements

The Unity Schools Partnership Finance Hub Lead monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed every two years. At every review, the policy will be approved by Unity Schools Partnership and the Local Governing Body.