



# Charging and Remissions Policy

Richard Huish Trust



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| <b>Policy owner</b>                   | Chief Finance Officer                |
| <b>Approving board/<br/>committee</b> | Finance & General Purposes Committee |
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## 1. **Aims**

Our 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 and will not 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.

Please note that this policy covers our Primary academies and secondary academy. Richard Huish College, a post-16 sixth form college, has a separate fees policy that better reflects the context within which it operates.

Pre-school and Nursery fees and charges are not covered by this policy.

## 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. **The Trust Board**

The Trust Board has overall responsibility for the Charging and Remissions Policy. Approval and implementation of this policy has been delegated to the Finance and General Purposes Committee.

### 4.2. **Head Teacher**

The Head Teacher of each academy within our Trust is responsible for ensuring their staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3. **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
- The Trust will provide staff with appropriate training in relation to this policy and its implementation., supported by each academy's Finance Officer.

### 4.4. **Parents and Carers**

Parents and carers are requested to notify academy staff or the Head Teacher of any concerns or queries regarding the content or implementation of this policy.

## **5. Where charges cannot be made**

We **cannot** charge for:

### **5.1. 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 academy.
- 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 or carer.
- Swimming lessons.
- Entry for a prescribed public examination if the pupil has been prepared for it at a Trust academy.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at a Trust academy.

### **5.2. Transport**

- Transporting registered pupils to or from academy premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the academy governing body (LGB) 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 a Trust academy.
- Transport provided in connection with an educational visit.

### **5.3. 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 a Trust academy.
- Religious education.
- Supply teachers to cover for those teachers who are absent from a Trust academy accompanying pupils on a residential visit.

## **6. Where charges can be made**

We **can** charge for:

### **6.1. Education**

- Any materials, books, instruments or equipment, where the child's parent or carer wishes him or her to own them.
- Optional extras (see below).
- Music and vocal tuition where it does not form part of the national curriculum.
- Certain early years provision.
- Community facilities.

## 6.2. Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, an academy can charge for providing materials, books, instruments or equipment. The following are considered as 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 a Trust academy.
- Religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at a Trust academy.
- The full costs of re-sits of prescribed public examinations where the academy has decided there are educational reasons for not entering a student:
- If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested.
- If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the academy has paid an entry fee. The academy may seek to recover the fee from the parent or carer.
- There may be a charge for an examination entry where there is a request from a parent or carer for additional subject entries to be made which are not supported by the academy.
- Transport (other than transport that is required to take the pupil to the academy or to other premises where the local authority or LGB has arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Wraparound services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).
- Cost (full or partial at the Trust's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakages unless it is determined that the student was not following instructions and/or previously stated safety procedures. In all circumstances, the recovery of the full cost of deliberate breakages or vandalism will be sought by the academy.
- Cost of providing a student a snack at social time.

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

### **6.3. Music tuition**

Academies 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 or carer.

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

### **6.4. Residential visits**

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

### **6.5. Holidays during term time**

Students accompanying parents/carers on holiday or family events during term time maybe charged in line with government guidelines. This remains at the discretion of the Head Teacher.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the academy may ask for voluntary contributions from parents to fund activities during academy hours which would not otherwise be possible. Some activities for which parents may be asked to make a voluntary contribution include:

- Educational visits and visitors
- Sports Activities
- Swimming lessons
- Cost of essential ingredients or materials for practical subjects

This list is not exhaustive.

**There is no obligation for parents/carers to make any contribution. All children will be given an equal opportunity to take part in the activity.**

**Please be aware however, that if not enough contributions are received, then unfortunately there is a possibility that an activity will not go ahead.**

## **8. 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 Head Teacher and will depend on the activity in question and availability of academy resources.

Students in receipt of Pupil Premium or Looked After Children may be exempt from some charges or requests for voluntary contributions. This decision is at the discretion of the Head Teacher on an individual case by case basis.

Charges or requests for voluntary contributions will be reviewed on an individual case-by-case basis if the need arises. This decision is at the discretion of the Head Teacher.

### **8.1. Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying 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 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).