



MARISH



Academy Trust

Charging and Remissions Policy

Date: December 2021

Version: 6.0

Summary

This policy sets out when the Schools within Marish Academy Trust might charge a parent or carer for activities undertaken by a pupil and how these charges might be remitted.

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1. Aims

Marish Academy 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

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 The Strategic (governing) board

The Strategic Board has overall responsibility for approving the charging and remissions policy at Marish Academy Trust and reviews this every second year. The strategic board also has overall responsibility for monitoring the implementation of this policy.

4.2 Executive Headteacher and Headteacher

The headteacher is responsible for ensuring 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 /executive headteacher/headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Marish Academy Trust will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents 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 (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
- 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

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 governing board 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

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)
- Certain early years provision
- Community facilities
- 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:

- 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 or 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)
- The cost of materials or ingredients for extra-curricular cooking and craft activities

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 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.

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.

Any venue selected must accept all the children of that age group.

The Strategic Board reserve the right to charge directly to the parents the costs of travel, board and lodgings as the activity involves nights away from home. They also reserve the right to ask for voluntary contributions for all remaining costs, e.g. materials, books and equipment, entrance charges to facilities, and insurance.

As in Day Visits, if insufficient voluntary contributions are received, the Strategic Board reserve the right to cancel the residential visit.

Should the visit be outside normal school hours e.g. during holidays then the Strategic Board reserve the right to charge the parents for all the costs.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, Marish Academy trust will ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

Day Visits/Visitors

Where a whole class will experience a visit that will enhance, enrich and bring relevance to the curriculum, then the Strategic Board reserves the right to ask for voluntary contributions. If insufficient voluntary contributions are received, the school reserves the right to cancel the visit. No children will be excluded from the visit if their parents cannot or do not wish to make a contribution.

Breakfast in breakfast clubs

This is free at the point of need for all children in Marish Academy Trust, but we do ask for a voluntary contribution from all parents who can afford to make it.

8. Activities we charge for

Marish Academy Trust does charge for child-care and supervision in breakfast clubs, after school club and holiday clubs.

These charges will include the cost of materials, staffing and food, but not usually transport, buildings or insurance costs, in order to minimize the charges to the community. For regular activities, the charges for each activity will be reviewed and set annually by the school leadership team as the Strategic Board has delegated this responsibility to them. Parents will be informed of the charges each year in the summer term ready for any change from the first of September.

8.1 Damage to Property

The Strategic Board reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

9. Remissions

In some circumstances Marish Academy Trust 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 strategic board delegated to the executive headteacher and will depend on the activity in question.

9.1 Remissions for residential visits

For Parents who can prove they are in receipt of any of the following benefits will be eligible for support with the costs of 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)

9.2 Other Remissions

The Academy Leadership Team may also decide to subsidise activities for all children in receipt of Pupil Premium. Parents who are in financial hardship should write to the executive headteacher if they would like their case to be considered for remission.

Children who are receipt of pupil premium may be eligible for support with the costs of transport to school, breakfast and after school clubs, holiday clubs and visits, on application from their parents to the executive headteacher.

10. Monitoring arrangements

The Executive Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Executive Headteacher and considered by the staff team and all governors every two years. At every review, the policy will be approved by the Strategic Board.

Revision History

Version	Date	Author(s)	Comments
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