

# Charging and Remissions Policy

Southend High School for Girls Academy Trust



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**Reviewing authority: Board of Governors**

**Formal Review: Every 2 years, next review due by June 2023**

Date for review	Reviewed by	Reviewed by Board	A	B	C	Date of new edition
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A = accepted with no amendments

B = accepted with amendments

C = new edition created

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### 1. Aims

Our school 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 governing board

The Board of Governors has overall responsibility for approving the charging and remissions policy,

The Finance Committee has responsibility for reviewing this policy and presenting to the Board of Governors for approval and formal adoption.

Monitoring the implementation of this policy has been delegated to the Headteacher and the Director of Finance and Business.

## 4.2 Headteachers

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 Headteacher or the Director of Finance and Business of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The school 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 basic materials, books, instruments or other essential 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's request

## 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 Board of Governors 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 if it is part of the national curriculum.

### 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, equipment or finished products where the child's parent wishes their child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- 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, with prior agreement being obtained from the parent /carer of the student involved. 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 board of governors 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 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
- 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.

## 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 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:

- Visits, trips, sporting activities
- Activities where an external provider is used whether in school or outside of school
- Contributions to the schools' general funds that will enrich students education and environment, such as gift aid donations by parents / carers and friends of the school. There is no obligation for a parent or carer to make any contribution, and the school will in no way pressure parents/carers to contribute

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

All charges are calculated based on the cost of the activity.

The school will charge for the following activities:

- Canteen – there is no charge for students entitled to free school meals up to the daily allowance. Students who are not entitled to free school meals will be charged set amounts as determined by the school for the cost of providing the food and drinks made available for purchase.
- Instrumental and vocal tuition.
- Theatre visits
- Trips / visits / activities not essential to fulfilling curriculum requirements
- Lettings – school premises may be let to dependable individuals and organisations provided adequate insurance arrangements are in place. The Headteacher and Director of Finance and Business have authority to determine the letting rate charged in accordance with the school's financial regulations.
- Where property has been wilfully or recklessly damaged by a student the school may charge those responsible for some or all of the cost of repair or replacement.

For regular activities, the charges for each activity will be subject to approval by the Director of Finance and Business and reviewed annually. Parents will be informed of the charges for the next Academic year during the summer term of the current Academic year.

## **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 Board of Governors and will depend on the activity in question.

### **9.1 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 the statutory limit)
- 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 the statutory annual limit – this is after tax and not including any benefits)

The school may provide financial assistance to Pupil Premium students who do not fall into the above criteria.

## **10. Monitoring arrangements**

The Director of Finance and Business monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Finance Committee every two years.

At every review, the policy will be presented to the Board of Governors for approval.