



## Charging and Remissions Policy

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## 2. Version control

Date	Version	Revision	Owner
18/09/2017	1.0	New policy document	Future Generation Trust Policy Team
24/05/2018	2.0	Annual Review of policy	Future Generation Trust Policy Team
25/02/2021	3.0	3-year review of policy. Policy has been rewritten using a School Bus policy template to include the addition of a school trip refunds section.	Future Generation Trust Policy Team

### **3. Introduction**

Future Generation 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 school trips, 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.

### **4. Responsibilities**

The Future Generation Trust Board are responsible for determining the content of the policy and the Local Governing Body of each academy for implementation. Any determinations with respect to individual parents will be considered by the Headteacher or Local Governing Body of the individual academy.

### **5. Legal Framework**

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
- DfE (2018) 'Charging for school activities'
- [Updated] DfE (2020) 'Governance handbook'
- 'Our Funding Agreement'

This policy operates in conjunction with the following academy policies and procedures:

- Complaints Procedures Policy and Procedure

### **6. Charging for Education**

We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, or part of RE.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music tuition (in certain circumstances)
- Certain early years provision
- Use of community facilities

## **7. Optional Extras**

We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - RE
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

When calculating the cost of optional extras, the academy will only take into account the cost, or an appropriate proportion of the cost, of the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Employment of non-teaching staff
- Teaching staff (including TAs) under contracts for services purely to provide an optional extra
- Teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The academy will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

The academy 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, the academy will not charge for the cost of alternative provision for those not participating.

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

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 prerequisite for the provision of an optional extra.

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.

## **8. Voluntary Contributions**

The academy may, from time-to-time, ask for voluntary contributions towards the benefit of the academy or academy activities. If an activity cannot be funded without voluntary contributions, the academy will make this clear to parents at the outset. The academy will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent 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 academy cannot fund it via another source, the activity will be cancelled.

The academy will strive to ensure that parents do not feel pressurised into making voluntary contributions.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher of the individual academy, within the guidelines that a surplus from an event, experience or visit does not exceed 5% of the total amount.

## **9. Music Tuition**

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.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **10. Residential Visits**

The academy 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, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The academy may charge for board and lodging, but the charge will not exceed the actual cost.

Consideration of exemption for parents from board and lodging costs will be given to those who 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 guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190\*
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit

## **11. Damaged or lost items**

The academy may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## **12. Remissions**

Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents 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 guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190\*
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit

To request assistance, parents should contact the headteacher.

\*Subject to change

### **13. School Trip Refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the academy has to cancel a trip due to foreseen or unforeseen circumstances, parental contributions will be refunded.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the local governing body on the matter, taking into account the reason for cancellation, whether the academy will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the academy has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the local governing board on the matter, taking into account whether the academy will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the academy's account.

Excess expenditure will be subsidised by the academy's own funds.

The academy will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Policy and Procedures.

### **14. Monitoring and Review**

The Future Generation Trust Board has overall responsibility for this policy and for reviewing its implementation and effectiveness. The headteacher has the responsibility for the production of the Schedule of Charges for their academy.

This policy and all arrangements for charging and remissions will be reviewed every three years.

**Policy adopted on:** 25<sup>th</sup> March 2021

**Review date:** March 2024

**Signed:** Fliss Dale

**Designation:** Chair of Trust Board



## Appendix 1 - Schedule of Charges



Name of Academy: <insert academy name>

Academic Year: <Insert academic year>

### Schedule of Charges

Type of Charge	Details	Amount £

Chair of Local Governing Body Signed:	Date:
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