



CHARGING REMISSIONS POLICY

Policy Reviewed by: FAR Committee

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1. Aims

The Epsilon Star Trust is committed to ensuring equal opportunities for all pupils. The 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.
- Meet all statutory guidance provided by the DfE.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for Trust activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for Academy Trust activities in England.

It is also based on guidance from the DfE [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of Association and operates in accordance with the trust Complaints 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 Board of Trustees

The Board of Trustees has overall responsibility for approving the charging and remissions policy, but has delegated responsibility for the review, monitoring and implementation of this policy to the Finance, Audit & Risk Committee.

4.2 Head of Academy

The head of academy 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 Head of Academy 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 Head of Academy of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **will not** charge for:

5.1 Education

- Admission applications.
- Education provided during school hours (including the supply of an materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

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 has been prepared for that examination at the school; and
- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from the school and due to 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 them 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, Academy Trusts 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 academy
- 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 a 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, 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 extras.
- 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 educational equipment that is damaged or lost due to negligence by the pupil or parent/carer.

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 will not 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

Academy Trusts 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 will not 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 School Meals

School meals will be charged for unless a child is eligible for 'Universal Infant Free School Meals' or free school meals due to the parent(s) being in receipt of relevant benefits. Proof of benefits will need to be provided.

School meals must be paid for in advance of the child receiving the meal. Payment can be made weekly, half termly or termly.

Any arrears in relation to school meals will be collected as outlined in the school's Dinner Money Debt Recovery Policy.

6.5 Residential visits

We can charge for board, lodging and travel 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, legislation does not prevent the school or trust from asking parents for voluntary contributions for the benefit of the school or any school activities that may not be possible without the voluntary contributions such as:

- School trips
- Sports activities

If insufficient voluntary contributions are raised to fund a visit or activity, or the school cannot fund it from some other source, then it will be cancelled. In the event, that an activity or trip is cancelled, refunds will be issued back to the original payee.

8. Activities we charge for:

The trust will charge for the following activities:

- Breakfast club
- After-School Club
- Sports Clubs
- Residential trips

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 Trustees 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 can make an application to the Head of Academy for consideration of residential trip costs being partially or fully funded by the trust.

- 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)

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education.

If the trip takes place outside school hours and does not form part of the above, the school can make a charge for transport.