



# Charging And Remissions Policy

For the following Academies:

Holy Trinity Primary School  
Connaught Junior School  
Crawley Ridge Infant School  
Crawley Ridge Junior School  
Windlesham Village Infant School

This Charging and Remissions Policy was approved and adopted by the Trust Board: Sum 2022  
Next Review: Sum 2023

## Statement of Intent

The Alliance Multi Academy Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances. The following Policy has been created to ensure that no child is discriminated against by our offer of school trips, activities and educational extras.

We are also committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance and obligations provided by the DfE.

As a Trust we will:

- Make no charge for education provided during school hours.
- When asking for contributions towards the cost of school visits we will provide information to parents on support available if on low incomes and in receipt of relevant benefits based on the latest government guidelines.
- Ensure this Policy meets the requirements of law.

## **1. Legal Framework**

This Policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following:

Education Act 1996  
The Charges for Music Tuition (England) Regulations 2007  
The Education (Prescribed Public Examinations) (England) Regulations 2010  
Freedom of Information Act 2000  
DfE (2018) 'Charging for school activities'  
DfE (2020) 'Governance Handbook'  
The Trust Funding Agreements  
ESFA (2021) 'Academy Trust Handbook 2021'

This Policy operates in line with, but not limited to the following Trust Policies:

- Complaints Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Scheme of Delegation
- Finance Policy

## **2. Charging for Education**

TAMAT schools will not charge for:

- Admission Applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside normal 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 RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless 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 results, if the pupil is being prepared for the results at the school.

The school may charge for:

- Materials, books, instruments or equipment where the child's parent wishes their child to own them.
- Optional Extras.
- Music tuition (in certain circumstances).
- Certain early years provision (for TAMAT schools with Infant pupils).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of Freedom of Information.

In this section add any further charges payable to the school in accordance with this policy.

### **3. Optional Extras**

The school may charge for the following optional extras:

Education provided outside of the normal school day that is not:

- Part of the National Curriculum
- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at school.
- Part of RE
- Examination entry fees where the pupil has not been prepared for the examinations at the school.
- Transport, other than that required to take the pupil to school or to other premises where the Trust Board (or School) 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 e.g., breakfast or out-of-school provision.

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff (including TAs)

- Teaching staff under contracts for services purely to provide an optional extra.
- The cost, or an appropriate proportion of the costs for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.

The school will not make a charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply staff 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 where charges will be made.

If a charge is to be made for a particular activity, such as an optional extra, parents will be informed of how the charge will be calculated.

#### **4. Examination Fees**

The school may charge for examination fees if:

- The examination is on the set list (which includes SATs), but the pupil was not prepared for the exam at the school.
- The examination is not on the set list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the Local Academy Board originally paid or agreed to pay the entry fee.

If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by their parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent will have their fees refunded.

#### **5. Voluntary Contributions**

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to make a contribution with parents being contacted to let them know if 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 the activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will do everything possible to ensure that parents do not feel pressurised into making voluntary contributions.

## **6. Music Tuition**

Instrumental and vocal music tuition is an 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.

Charges will not be made if the teaching is an essential part of the national curriculum.

Charging will not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge will be made in respect of pupils who are Looked After (LAC).

## **7. Transport**

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the Local Academy Board has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

## **8. Education Partly During School Hours**

If 50% or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours do not include the break in the middle of the day.

If less than 50% of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity 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 RE.

The remission of charges for board and lodging payments is the responsibility of the school.

Charges for extended day services will be optional for the school to charge.

## 9. Residential Visits

The school 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of PE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents will be exempt from board and lodging costs if they 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 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.
- Universal Credit – if they apply on or after 1<sup>st</sup> April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive).

If the number of school sessions covered by the visit is equal to or greater than 50% of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

## **10. Damages or Lost Property**

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents.

## **11. Remissions**

The school can set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited with no guarantee that all requests can be met. Assistance will be allocated on a need's basis. If the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions the trip or activity could be cancelled.

Parents in receipt of any benefits (named in section 9 may request assistance with the cost of activities.

To request assistance parents should contact XXXX (name), XXXX (Contact Details)

## **12. 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 school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion whether a refund is given to the parents.

In event that a parent cancels the pupil's place on a trip, it is at the school's discretion if a refund is to be given. The school will take into account the reason for cancellation before making a decision. The school should consider if the offer of a place on the trip can be made to another pupil, or if there may be a refund through insurance.

Where a parent has previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil attend future trips and visits.

In event a pupil cannot attend a trip at the last minute (e.g. due to illness) it is at the school's discretion to provide a refund. The school should take into account whether or not they can be reimbursed for the place on the trip by offering to another pupil or through insurance.

If a trip is postponed due to unforeseen circumstances, it is at the school's discretion what happens to parent contributions. The school should consider all options – to include carrying forward the money until the trip can take place, transferring to another trip or refunding parents.



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.

Cancellations and refunds should be considered on a case by case basis but must ensure all parents are treated equally.

Should a parent wish to make a complaint about refunds this should be done via the TAMAT Complaints Policy.

### **13. Income Generation**

In line with the ESFA's Academy Trust Handbook fees for chargeable services will be set at full cost with the Trust Board having the right to apply an additional rate of return when in a commercial environment

### **14 Freedom of Information Policy**

The Trust Freedom of Information Policy sets out fees that are chargeable for the provision of information.

This Policy will be monitored for updates and reviewed annually by the Trust Board.