

# Charging and Remissions

## Policy

March 2024

EXCELLENCE AND EQUITY WITH INTEGRITY

Date of Approval:	May 2024
Approved by:	Trust Board
Date of next Review:	March 2025



Consilium  
Academies

## Aims

Consilium Academies aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activities that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimizing the financial barriers that may prevent some pupils from taking advantage of these opportunities.

## 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 to 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.

## Definitions

- **Charge:** a fee payable for specifically defined activities.
- **Remission:** the cancellation of a charge which would normally be payable.

## Responsibilities

It is the Headteacher's responsibility to ensure that all staff are familiar with and correctly apply the policy. The Trustees will review the policy annually. Any determination with respect to individual parents/carers will be delegated to and considered by the Headteacher and Local Academy Board.

Staff will be provided with appropriate training in relation to this policy and its implementation.

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

## Where Charges cannot be made

### 1 Admission applications

The academy does not make requests for financial contributions either in the form of voluntary contributions, donations or deposits (even if refundable) as any part of its admissions process.

### 2 Education provided during school hours

Subject to the limited exceptions outlined in this policy, the academy does not charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

### 3 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the academy or part of religious education.

### 4 Instrumental or Vocal Tuition

No charge will be made for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parents/carers.

### 5 School meals

5.1 The academy does not charge for school meals where the student is eligible for free school meals.

## **6 Prescribed public examinations**

- 6.1 The academy does not charge for entry for a prescribed public examination (including re-sits) if the student has been prepared for it by the academy.

## **7 Transport**

The academy does not charge for:

- transporting students to or from the academy's premises where the local authority has a statutory obligation to provide transport
- transporting students to other premises where the Local Academy Board or local authority has arranged for students to be educated
- transport that enables a student to meet an examination requirement when they have been prepared for that examination by the academy
- transport provided in connection with an educational visit.

## **8 Residential Visits**

The academy does 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 a syllabus for a prescribed public examination that the student is being prepared for by the academy or is part of religious education
- supply teachers to cover for those teachers who are accompanying students on a residential visit.

## **Where Charges can be made**

### **1 Materials, books, instruments or equipment**

- 1.1 The academy may charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.
- 1.2 Such charges will not exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

### **2 Music, instrumental or vocal tuition**

- 2.1 The academy may charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the student's parent/carer. This applies to individual and group tuition (but, in the case of tuition in playing a musical instrument, the group will not exceed four students).
- 2.2 The charges will not exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.
- 2.3 No charge will be made if the tuition is:
  - provided to a student who is looked after by a local authority; or
  - provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the student is being prepared by the academy.

### **3 Examination Resit(s)**

3.1 The academy may charge if a student is being prepared for the resit(s) at the academy and the pupil fails without good reason, to meet any examination requirement for a syllabus.

### **4 Optional extras**

4.1 The academy does charge for 'optional extras'.

4.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

4.3 Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the academy or part of religious education
- examination entry fee(s) if the student has not been prepared for the examination(s) by the academy
- other transport (outside of that outlined in section 7)
- board and lodging for a student on a residential visit
- extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).

4.4 In calculating the cost of an optional extra an amount will 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, which includes 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

4.5 Any charge for an optional extra will not exceed the actual cost of providing the optional extra, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

4.6 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.

### **5 Residential Visits**

5.1 The academy can charge for board and lodgings on residential visits but the charge must not exceed the actual

### **6 Damage to property and breakages**

6.1 Where the academy's property has been wilfully or recklessly damaged by a student or parent/carer, the academy may charge those responsible for some or all of the cost of repair or replacement.

6.2 Where property belonging to a third party has been damaged by a student, and the academy has been charged, the academy may charge those responsible for some or all of the cost.

### **7 Voluntary contributions**

7.1 The academy may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities.

- 7.2 Where it is intended that an activity is to be funded by voluntary contributions, the Head Teacher will ensure that parents/carers are made aware at the outset that:
- the activity cannot be funded without voluntary contributions
  - there is no obligation to make any contribution
  - if insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled
- 7.3 No student will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Students whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

## 8 Refunds

- 8.1 Request for refunds for activities will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.
- 8.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Head Teacher. If approved, refunds will be processed via the original method of payment.
- 8.3 The academy reserves the right not to refund costs where a student is withdrawn from an activity by the academy on the basis of a student's breach of the academy's behaviour policy.

## 9 Remissions

Parents/carers who can prove they are in receipt of the following benefits may be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Income related employment and support allowance
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

We will inform parents/carers on low incomes and in receipt of the benefits listed of the support available to them when being asked for contributions towards the costs of academy visits. Because of the sensitivity of such cases, staff will consult with the Headteacher before finalising financial details. Parents/carers are requested to contact the Headteacher privately to discuss their situation.

## Complaints

Complaints regarding this policy or its application should be raised under the academy's usual complaints procedure.

## Monitoring

This policy will be reviewed annually by the Director of Finance. At every review the policy will be approved by the Board of Trustees.