



All Saints Catholic Academy Trust

Charging and Remissions Policy

Policy Author:	Graham Young
Policy Lead (if applicable):	CFO
Responsible Committee:	Finance and Resources
Date of Policy:	December 2022
Date approved:	
Review Cycle:	
Date for Review:	
Location of policy:	
Intended Circulation:	

1. Aims

1.1 This policy aims to ensure that the schools in our Trust have;

- robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.
- a range of activities and visits on offer whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and Guidance

2.1 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.

2.2 It's also based on guidance from the DfE on statutory policies for schools and academy trusts and complies with our funding agreements and articles of association.

3. Charges

3.1 The trustees have agreed to pass on to parents all charges for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them

This means that charges, at cost, may be made for the following:

- *where a pupil's parent wishes the pupil to retain and own items produced as a result of practical subjects such as Art, Emerging Technology, Food, Photography and Media Studies*
 - *where a subject offers to provide additional resources such as revision guides and copies of past exam papers and printed materials such as booklets which will be owned and retained by the pupil*
 - *where a subject offers books which pupils are likely to annotate and where pupils will own and retain the books on completion of the course*
 - *where a subject offers any other resources that are supplementary to essential curriculum resources and which will be owned and retained by the pupil*
- optional extras (see below) as allowed by the Education Act 1996
 - instrumental and vocal tuition, in limited circumstances (see below)

4. Optional Extras

4.1 Charges will be made for some activities that are known as optional extras. Optional extras are:

- 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; or
 - Religious education.
- transport (other than that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education). The school will ask for voluntary contributions towards the cost of transport for all educational visits with the exception of sporting fixtures. If insufficient voluntary contributions are received and the school is unable to cover the shortfall, the educational visit will be cancelled or reconvened in order to reduce transport costs
- board and lodging for a pupil on a residential visit.
- Extended Academy activities e.g. breakfast and after school clubs, early years provision and non curricular trips

4.2 In calculating the cost of optional extras an amount can be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- extra curricular activities and clubs
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

4.3 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

5. Voluntary Contributions

- 5.1 Nothing in legislation prevents the school or Trust from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the school or Trust must make this clear to parents at the outset. The school or Trust must also make it clear to parents that there is no obligation to make any contribution.
- 5.2 It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents.
- 5.3 If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.
- 5.4 When making requests for voluntary contributions, parents must not be made to feel pressured into paying as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to parents when requesting contributions.

6. Music Tuition

- 6.1 Although the law states that, in general, all education provided during school hours must be free, music lessons are an exception to this rule. Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent/carer.
- 6.2 Music Tuition charges will not be made if;
- the teaching is an essential part of the National Curriculum
 - the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
 - the pupil is looked after by a local authority

7. Exams

- 7.1 There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil has been prepared for the exam elsewhere or where the pupil fails, without good reason, to meet the requirements of the exam, the school may recover the fee incurred from that pupil's parents.
- 7.2 It will be the schools discretion if a student is entered for a second or subsequent attempt at an examination. Payment of fees will be discussed on an individual student basis
- 7.3 If the student, parent or carer consider it to be in the best interests of the student to request an examination re marked, any fees will be paid for by the student, parent or carer.

8. Residential visits that support the delivery of the curriculum

8.1 The trustees agree to charge for board and lodging. Parents can be exempt from paying the cost of board and lodging if they can prove they are in receipt of free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. In all other cases the trustees reserve the right to remit charges, in special cases at their discretion provided adequate funds are available.

9. General

9.1 Breakages: Where students' misbehaviour results in damage to school buildings or to school equipment or where textbooks are defaced, damaged or lost a charge will be made.

9.2 Refunds: If a trip makes a surplus then parents will be offered a refund where the surplus is 5% or more of the contribution per head and only when this surplus is greater than £5 per head. If a refund is offered but is not taken up by the parent then the monies will be transferred into the school's Hardship Fund.

9.3 Subsidies: The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils and this will be determined by the Headteacher.

The Charging Policy is reviewed at least annually, is provided to the parents when their child first joins the school, and is published on the Trust's website.