



Charging and Remissions Policy

Policy author	Chief Finance Officer
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Next review date	February 2027
Approved by	Executive Team

1. AIMS

Queen Emma's Primary School 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;
- Ensure that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) irrespective of their parents' financial means.

2. 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 449-462 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.

This policy complies with the School's funding agreement and the Trust's master funding agreement.

3. DEFINITIONS

- Charge: a fee payable for specifically defined activities;
- Voluntary Contribution: an amount of money paid (without compulsion) in respect of goods, services or specifically defined activities;
- Remission: the cancellation of a charge which would normally be payable.

Optional Extras:

- Education provided outside of school time that is not part of the National Curriculum, not part of a syllabus for a prescribed public examination/test that the pupil is being prepared for at the school or not part of religious education.
- Examination/test entry fee(s) if the registered pupil has not been prepared for the examination/test(s) at the school; and
- Transport (other than transport that is required to take the pupil to school or to other premises where the School has arranged for the pupil to be provided with education).

Within School Hours:

- For a day visit, the visit is in school hours if 50% or more of the total time (including travelling) occurs in school hours (school hours do not include the normal midday break).
- For a residential visit, the visit is in school hours if the number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel). A school session equates to a registration session (i.e. 2 per day) and a half day is a 12-hour period ending at midday or midnight.

4. ROLES AND RESPONSIBILITIES

4.1 The MILL Academy

The MILL Academy (the Trust) has responsibility for approving charging and remissions policies, but may delegate this to one of its Committees, the Headteacher or the Executive team.

The Trust also has overall responsibility for monitoring the implementation of this Policy.

In Queen Emma's Primary School, responsibility for approving the charging and remissions policy and the monitoring of its implementation has been delegated to the Headteacher and the Trust's Executive Team.

4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently. The Headteacher will be assisted by the Trust's finance team in ensuring the policy is applied consistently.

The Headteacher in consultation with the Trust's Finance Manager will make any remission determinations with respect to individual parents/carers.

4.3 Chief Finance Officer

The Chief Finance Officer will intervene and resolve any disagreement over charging and voluntary contributions between the Business Services Manager and the member of staff organising the visit, activity and/or optional extras.

4.4 Business Services Manager

The Business Services Manager is responsible for determining the appropriate level of charges and voluntary contributions, in consultation with the Trust's finance Team, when organising the visit, activity or Optional Extras.

4.5 School Staff

All school staff are responsible for:

- Implementing the charging and remissions policy consistently;
- Notifying the Business Services Manager of any specific circumstances which they are unsure about or where they are not certain if the policy applies;
- Consulting the Business Services Manager prior to the organisation of visits, activities or providing Optional Extras in order to set the level of any charge or voluntary contribution.

The Trust's finance team will provide staff with appropriate support and/or training in relation to this policy and its implementation.

4.6 Parents/Carers

Parents/carers should contact the Trust's finance team of any concerns or queries regarding the charging and remissions policy.

5. WHERE CHARGES CANNOT BE MADE

The school cannot charge for:

5.1 Education

- an admission application;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of:
 - the National Curriculum; or
 - part of a syllabus for a prescribed public examination/test that the pupil is being prepared for at the school, or
 - part of religious education.
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination/test, if the pupil has been prepared for it at the school;
- examination/test re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

5.2 Residential Visits

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside of school hours if it is part of:
 - the National Curriculum; or
 - part of a syllabus for a prescribed public examination/test that a pupil is being prepared for at the school; or
 - part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit fitting the criteria above.

5.3 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory duty to provide the transport;
- Transporting registered pupils to other premises where the school has arranged for students to be educated;
- Transport that enables a pupil to meet an examination/test requirement when he or she has been prepared for that examination/test at the school;
- Transport provided in connection with an educational visit.

6. WHERE CHARGES CAN BE MADE

6.1 Education

- Any materials, books, instruments or equipment, where the pupil's parent wishes him or her to own them;
- Optional Extras (see below);
- Music and vocal tuition, in limited circumstances;
- Use of community facilities.

6.2 Optional Extras

The school is able to charge for activities known as "optional extras". In these circumstances, the school 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; or
 - a syllabus for a prescribed public examination/test that a pupil is being prepared for at the school; or
 - religious education.
- Examination/test entry fee(s) if the registered pupil has not been prepared for the examination(s)/test at the school;
- Transport (other than transport that is required to take the pupil to school or other premises where the 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 (such as breakfast clubs, after school clubs, 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 extra;
- 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 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 cannot 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

The school 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/carer.

Charges cannot exceed the cost of the provision, including the cost of the staff giving the tuition programme.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum;
- For a pupil who is cared for by the local authority.

6.4 Residential visits

The school can charge for board and lodging 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, the school is able to ask for voluntary contributions from parents/carers to fund activities during school hours which would not otherwise be possible. Typical examples of costs for which voluntary contributions will be sought include:

- Transport costs for trips/activities/events/tournaments away from the school site;
- Entry costs to venues;
- Costs of food & drink which is supplied during the trip/activity;
- Materials or equipment which is necessary for the trip/activity.
- Administration (including bank/ online payment fees);
- Hiring teaching staff to cover the lessons of teachers who are accompanying the activity;
- Travel and accommodation costs of accompanying teachers or adults.

Where a voluntary contribution is being sought, this will be made clear to parents/carers at the outset, together with the fact that there is no obligation to contribute.

The level of voluntary contribution will not exceed the actual costs of undertaking the activity.

No child will be excluded from such an activity because their parents/carers cannot or will not contribute. The school will cancel an activity if insufficient voluntary contributions are received and this will be made clear to parents from the outset.

8. ACTIVITIES THIS SCHOOL CHARGES FOR

The school will charge for the following activities:

Activity	Charge
<u>School Trips & Visits</u>	
Day Trips:	No charge will be levied in respect of day trips that take place during school hours and/or are part of the curriculum.
Residential Trips - Essential:	For residential trips which are essential to the National Curriculum, statutory religious education (RE) or in preparation for prescribed examinations/test a charge will be levied for board and lodging.
Residential Trips - Non-essential:	For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations/test: a) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip; b) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.
Examination/test Entries	A charge will be levied in respect of examination/test entries for pupils where the school has not prepared the pupil for the examination/test. A charge will be levied in respect of examination/test entries for pupils where the school has prepared the pupil for the examination/test and it considers that for educational reasons the pupil should not be entered and the pupil's parent/carer wishes the pupil to be entered. In these circumstances, if the pupil subsequently passes the examination/test, the school may refund the cost.
Examination/test Resits	A charge may be levied for pupil re-sitting an examination/test. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination/test where the school paid or agreed to pay the entry fee. The charges levied above will be the cost of the examination/test entry, plus any applicable centre administrative fee.
Materials & Textbooks	Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided during in lessons, however if a pupil wishes to purchase a personal copy a charge will be made.
Music Tuition	The school levies charges in respect of individual music tuition and group music tuition up to and including 4 persons, if the teaching is

Activity	Charge
	not an essential part of either the National Curriculum or a public examination/test syllabus being followed by the student.
Out of School Activities	<p>No charge will be made for activities outside school hours that are part of the National Curriculum or statutory RE, or that form an essential part of the syllabus for an approved examination/test.</p> <p>If a pupil is prepared, outside school hours, for an examination/test that is not set out in regulations, a charge will be levied for tuition and other costs.</p> <p>For all other activities outside school hours, a charge up to the cost of the activity will be levied.</p>
Damage/Loss to Property	<p>A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher.</p> <p>A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher.</p>
Lettings/hire of school premises	The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities (and any equipment used in those premises, e.g. ICT equipment, specialist lighting and sound equipment, sports equipment). The scale of charges will be determined by the Trust's Finance and Resources Committee from time to time.
Other Charges	The school may levy charges for miscellaneous services up to the cost of providing such services.

Where payment in respect of a charge remains outstanding, the school reserves the right to exclude the particular pupil from subsequent Optional Extras and non- curriculum activities.

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 Headteacher and will depend on the activity in question.

In order to be eligible for remission, a parent/carer must be in receipt of one of the following benefits:

- Universal Credit if you applied 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);

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Income Support;
- Income-Based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- The guaranteed element of Pension Credit;
- Income related Employment and Support Allowance.

Parents/carers who meet the eligibility criteria above will receive full remittance for board and lodging in respect of an activity that is not an Optional Extra.

In circumstances where a parent/carer, who does not meet the above criteria for remission, requests a full or partial reduction in charges, the request must be made in writing to the School (in such format as the school requires) and the Headteacher (in consultation with the Business Services Manager) will determine what reduction, if any, should apply.

The Headteacher (in consultation with the Business Services Manager) may decide not to raise charges in respect of a particular activity if s/he feels this to be reasonable in the circumstance. This discretion may not be exercised by any other school staff, and in the absence of a Headteacher the discretion will be exercised by the Chief Executive or the Chief Finance Officer.

10. MONITORING ARRANGEMENTS

The Chief Finance Officer monitors charges and remissions at schools and ensures these comply with this policy. This policy will be reviewed every 3 years. At every review, the policy will be approved by the Trust's Executive Team and ratified at meeting of the Board of Trustees or Finance and Resources Committee.