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## Charging and Remissions Policy

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Date approved	17 <sup>th</sup> July 2020
Version	3.0
Reviewed	July 2023
Next review	July 2024

## Statement of intent

The Diocese of Hereford Multi-Academy Trust('Trust') and **Ludlow Primary School** is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of academy trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for academy activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during academy hours.
- To inform parents/carers on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

## Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2019) 'Governance Handbook'
- The Trust's Funding Agreement (Academies only)

## Updates

## Date:

Page 3 Removal of Signature box	March 2019
Rebrand	September 2019
DfE Charging for School Activities – amended to 2018	October 2019
DfE Governance Handbook amended to 2019	October 2019
Local Academy Board (LAB) replaces Local Governing Body (LGB)	March 2020
6. Individual, academy-specific chargeable aspects or remissions	March 2020

## 1.0 Introduction

- 1.1 The purpose of this policy is to set what charges can and cannot be made for activities in academies in the Trust. The policy has been drawn up in accordance with Sections 449-462 of the Education Act 1996, which sets out the law regarding what charges, can and cannot be made for activities in schools maintained by Local Authorities, but which also apply to the Trust, as set out in the Master Funding Agreement with the Secretary of State.
- 1.2 The Trust and Local Academy Board ('LAB') recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences, can make towards pupils' education.
- 1.3 The Trust and the LAB aims to promote and provide such activities, both as part of a broad and balanced curriculum, for the pupils of the academy, and as additional optional activities. However, due to the limited funds in the delegated budget, the Trust and LAB reserves the right to request voluntary contributions from parents/carers.
- 1.4 The Education Act 1996 requires the Trust and LAB to:  
*"... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 ..."*
- 1.5 The Funding Agreement states:  
*"For all its Academies, except 16 to 19 Academies, the Academy Trust must comply with sections 402, 450-457 and 459-462 of the Education Act 1996 with regard to public examinations, charging, providing information, inviting voluntary contributions and recovering civil debts, as if its Academies were maintained schools".*

## 2.0 Aims

- 2.1 This policy sets out the Trust and its academies attitude to charging, describes each type of activity that will be charged for, and explains when charges will be made.

## 3.0 Principles

- 3.1 Day to day educational provision is free. This includes resources and equipment used within lessons in the delivery of the National Curriculum.
  - 3.1.1 The academy may invite parents/carers from time to time to make a voluntary contribution towards any part of the academy's work, and to allow the provision of additional activities, which might not otherwise be possible. Parents/carers will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. No pupil will be left out of any compulsory curriculum activity provided in academy time because his/her parents/carers cannot or will not make a voluntary contribution.

3.2 The Trust and LAB have noted that the Education Act 1996 allows charges to be made in the following areas:

- a. Education provided outside of academy time 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 the academy.
  - Religious education.
- b. Examination entry fees where the pupil has not been prepared for the examinations at the academy.
- c. Transport, other than that arranged by the Local Authority (“LA”) for the pupil to be provided with education
- d. Board and lodging for a pupil on a residential visit
- e. Extended day services offered to pupils

3.3 When calculating the cost of optional extras, the academy will only take into account the following:

- a. Materials, books, instruments or equipment provided in relation to the optional extra
- b. The cost of buildings and accommodation
- c. The employment of non-teaching staff
- d. The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- e. Individual instrumental tuition not related to the National Curriculum or to prescribed public examinations. (*The Charges for Music Tuition (England) Regulations 2007*)
- f. The academy will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate, but whose parents/carers are unwilling or unable to pay the full charge. If a proportion of the activity takes place during academy hours, we will not charge for the cost of alternative provision for those not participating.
- g. 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 pre-requisite for the provision of an optional extra.
- h. Materials used in ‘craft subjects’, subject to the parents/carers having agreed in advance they wish to own the finished product
- i. Board and lodging charges at any time (in academy time, or otherwise) subject to full remission to those parents/carers in receipt of:
  - Income Support
  - Income-based Jobseekers Allowance
  - Income-related Employment and Support Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999 The guaranteed element of State Pension Credit

- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,105)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

- j. Residential visits taking place, or deemed to take place in, 'academy time'
- k. Examination entry fees for public examinations, not prescribed in regulations
- l. Results of public examinations, where no further preparation has been provided by the academy

3.4 The Trust and its academies wish to try and ensure that the variety of visits and activities established at the academy continue, but emphasise that this can only happen with full support, and that activities will either be substantially reduced, or cease altogether, if parents/carers are not prepared to contribute voluntarily.

3.4.1 The Trust and LAB note that parents/carers are not debarred from making voluntary contributions towards the costs of board and lodgings, if they so wish in any situation, including those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit, providing the annual family income does not exceed £16,105 or Universal Credit.

3.5 The Trust and the LAB notes that the Education Act 1996 prescribes:

- 3.5.1 that no charges may be levied for academy activities taking place or deemed to take place in academy time, if they are essential to the curriculum
- 3.5.2 that voluntary contributions must be genuinely voluntary
- 3.5.3 that there is no obligation on parents/carers to contribute, and that pupils will not be treated differently according to whether or not their parents/carers have made any contributions

3.6 The Trust and LAB recognises that, in general, participation in all trips and visits are voluntary and notwithstanding the charging requirement, parents/carers have the right, for whatever other reasons, to choose that their child does not participate.

3.7 Should participation in any trip be essential for the fulfilling of the academy's duties relating to the National Curriculum, public examinations or the provision of religious education, parents/carers will be informed on the occasion of each trip. In these cases, the full cost of the trip will be met by the academy, less any voluntary contribution parents/carers may be prepared to make.

3.8 The Charging and Remissions Policy for the Trust for the time being, remain as follows:

- 3.8.1 The Trust along with the LAB reserve the right to make charges, where the law allows, and as set out with the principles of this policy shown in section 3.
- 3.8.2 Individual instrumental tuition can be accommodated at the wishes of parents/carers, on the understanding that parents/carers meet the full costs involved.

- 3.8.3 From time to time, it may be possible for the costs of trips and activities to be subsidised, either wholly, or in part, from other non-government or ring-fenced monies, ie fundraising, donations. Parents/carers will be informed when these occasions arise.
- 3.8.4 Should the LAB and academy choose to hold “in academy time” residential visits at some other venue, remission of board and lodging costs will be provided by the academy to those who are entitled and who make a claim.

#### **4.0 Breakages**

- 4.1 The academy may charge parents for the cost of replacing items broken, damaged or lost (which may include labour costs) due to their child’s behaviour.

#### **5.0 Review**

- 5.1 This policy will be reviewed on an annual basis by the Trust and will be adjusted in line with any subsequent guidelines from the Department for Education.

#### **6.0 Individual, academy-specific chargeable aspects or remissions**

- 6.1 There is a fee for attending some after-school clubs and activities. Parents will be informed in advance.
- 6.2 A voluntary contribution is requested for school trips and is payable in advance using our online booking system, School Money.
- 6.3 Swimming lessons are free of charge, but a charge may be applicable for transport to and from the swimming pool.
- 6.4 School lunch is available to order through School Money and must be paid for in advance.
- 6.5 Whole class music tuition is available free of charge, but charges may apply for individual or small group tuition.
- 6.6 Milk is free to children under 5 but a small charge may be payable after they reach their 5<sup>th</sup> birthday.
- 6.7 Breakfast Club is available free of charge to children in receipt of Pupil Premium but other children may attend for a small charge.
- 6.8 There may be a charge for some Ingredients and materials used for the purpose of making an item which can be taken home by the pupil.
- 6.9 Please see our separate Nursery Policy for charges which apply specifically to children attending our Nursery.