

CHARGING AND REMISSIONS POLICY

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1. AIMS

1.1 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.

It is also based on guidance from the Department for Education on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

2. DEFINITIONS

2.1

- Within this policy 'we' and 'us' means the Federation.
- Charge – a fee payable for specifically defined activities.
- Remission – the cancellation of a charge which would normally be payable.

3. VOLUNTARY CONTRIBUTIONS

- 3.1 The Executive Principal or Governing Bodies may ask parents for a voluntary contribution towards the cost of:
- any activity which takes place during school hours;
 - school equipment;
 - school funds generally.
- 3.2 This contribution is voluntary, and the students of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.
- 3.3 Charges may not be set at a level that will enable us to cover the cost of subsidising students participating in optional activities, whose parents are unwilling or unable to pay the full charge.

4. FINANCIAL SUPPORT

- 4.1 Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of some or all of these charges:
- 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 the parent is not also entitled to Working Tax Credit and their annual income does not exceed £16,190.
 - Working tax credit run-on – paid for four weeks after you stop qualifying for working tax credit.
 - 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).
- 4.2 Parents who qualify should contact the Chief Finance Officer to discuss the matter in advance of the proposed activity. Financial support can only be offered in case of need, to the level the budget permits.
- 4.3 A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus for religious education.

- 4.4 Parents who qualify should also consider contacting us for support towards:
Cost of board and lodging during residential trips.
- Ingredients/materials required for practical subjects such as Food or DT.
 - Purchase of obligatory Federation uniform.

5. RESIDENTIAL TRIPS

- 5.1 Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

6. FEDERATION REPRESENTATION

- 6.1 Transport costs for those representing us, e.g. school teams, will all be met in full by us.

7. PUBLIC EXAMINATIONS

- 7.1 No charges may be made for entering students for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:
- The examination is on the set list, but the student was not prepared for it at the school.
 - The examination is not on the set list, but the school arranges for the student to take it.
 - A student fails, without good reason, to complete the requirements of any public examination where we have paid or agreed to pay the entry fee.
 - A student fails, without good reason, to complete coursework or sit an examination.
- 7.2 Charges may not be made for any cost associated with preparing a student for an examination. However, charging is allowed for tuition and other costs if a student is prepared outside of school hours for an examination that is not set out in regulations. Resits may be charged.

8. OTHER PERMISSIBLE CHARGES

- 8.1 Musical tuition which is not part of the national curriculum.
- Schools can charge for vocal or instrumental tuition provided, either individually or to groups of students. Provided that the tuition is at the request of the student's parent/carer.
 - Damage to or loss of our property.
 - Optional activities wholly or mainly outside of Federation hours.
 - The material costs of a finished product a student wishes to retain (e.g. DT).
 - Materials, books, instruments or equipment where the student's parent wishes them to own them.
- 8.2 Parents who qualify for free school meals can access further financial support upon application towards uniform, bussing, educational trips, music lessons and electives.

9. TRIPS AND OFF-SITE ACTIVITIES WHOLLY OR MAINLY OUTSIDE OF FEDERATION HOURS (OPTIONAL TRIPS)

- 9.1 The cost of any participating non-teaching staff and teaching staff, including supply staff, who are engaged under contracts for services purely and specifically to provide an optional out-of-hours activity, can be included in the cost of the voluntary contribution.
- 9.2 Colleagues with specific questions on charging for school activities should liaise with the Chief Finance Officer for advice and more detailed guidance.