



# Charging Remissions Policy

Policy Dated:	December 2022
Adopted by Full Board	December 2022
Date of Next Review:	December 2023
Publication Scheme	Trust & Academy websites
Version	07
Extol Lead	CFO



## 1 Introduction

Extol Academy Trust provides a broad, balanced and inspiring curriculum for every child, however it is recognised that there may be occasions when a financial contribution towards the cost of additional activities is required. The purpose of this document is to set out when charges will be made for providing pupil activities.

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
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- Extol Trust Master Funding Agreement
- The 2022 Academies Trust Handbook

## 2 Charging for education

Extol Academy Trust will not charge for the following:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books. Instruments or other equipment).
- 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 pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits, if the pupil is being prepared for the resits at the school.
- Transport provided in connection with an educational trip that is part of the National Curriculum.

Extol Academy Trust may charge for the following:

- Materials, books, instruments or equipment, where they desire their child to own them.
- Optional extras (section 6)
- Musical Tuition (section 9)



- Certain early years provision
- Use of community facilities and other commercial activities
- Provision of information within the scope of freedom of information

### 3 School meals

There is no charge for children who are entitled to free school meals or whom access Universal Infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal based upon full cost recovery of the cost incurred by the Academy by the specific school meal provider. It should be noted that the Trust receives no government income to provide free school meals to nursery aged children. Details of the cost of providing a school meal can be found by contacting each school office.

### 4 Examination Fees

We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A Levels), but the pupil was not prepared for it within the Trust.
- The examination is not on the prescribed list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the Academy Trust or LA originally paid or agreed to pay the fee.

### 5 Activities that take place outside of Academy hours (non-residential)

There is no charge for activities that take place outside of Academy hours when they are:

- Part of the set curriculum, this includes sports fixtures against other schools
- Part of the syllabus for a public examination that the pupil is being prepared for by the Academy
- Part of the Academy's basic curriculum for religious education.

### 6 Optional extras

The Academy Trust will charge for optional extras. Optional extras are:



- Education provided outside of Academy time that is **not**:
  - a) Part of the National Curriculum
  - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy
  - c) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the Examination(s) at the Academy
- Transport that is not taking the pupil to the Academy or to other premises where the Academy has arranged for the pupil to be provided with education
- Hire of premises for out of school hours activities
- Board and lodging for a pupil on a residential visit
- Nursery fees for 2/3/4 year olds outside of the 'free nursery entitlement'
- Extended day services offered to pupils such as Breakfast and After School clubs.

### The cost of optional extras

The Board of Trustees will decide when it is necessary to charge for optional activities. The levels of charge will be set annually by each LGB and can be subject to change depending on specific circumstances (e.g. a rise in costs incurred). Charges will differ between Academies within the Trust based upon specific, individual circumstances. The charges, when determined, will be published on the individual Academy websites and appended to this policy.

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. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling to pay the full charge (**section 14**).

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
- Staffing costs – including on costs
- The costs of buildings and accommodation
- 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 vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra



- Other non-staffing costs in relation to the running of that specific optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The individual Academies will need to have the agreement of parents before organising the provision of an optional extra where charges will be made. Financial records will be maintained for a minimum period of 6 years.

With regard to the 'optional extra' element of the 2/3/4 year old provision, a contract will need to be signed by the parent/guardian before the provision can take place.

## 7 Education Activities that take place partly during Academy hours either on or off site

Where the majority of a non-residential (over 50%) activity takes place during Academy hours it is deemed to have taken place during school hours and no charge will be made.

If less than 50% of the time spent on an activity occurs during Academy hours it is deemed to have taken place outside school hours and the Trust may charge for the activity, however, the Trust will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

In terms of residential visits if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). The school will therefore not charge for the activity with exception to section 8 of this policy. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

A flow chart of charging for educational visits can be found in Appendix 1.

## 8 Residential activities

**Extol Trust will not charge for:**

- Education provided on any visit that takes place during Academy hours
- Education provided on any visit that takes place outside Academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy, or part of religious education
- Supply teachers to cover for those teachers who are absent from the Academy accompanying pupils on a residential visit



#### Extol Trust will charge for:

- Board and lodging, including that of necessary supervisory staff, transport, activities and/or admission fees, but the charge will not exceed full cost.

## 9 Music tuition within Academy hours

Music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrument tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupils parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

It should be noted that charges will not be made if the teaching is an essential part of the national curriculum.

## 10 Extended services

Extol Academy Trust is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our Academies to provide:

- High-quality learning opportunities either side of the Academy day
- Ways of intervening early when children are at risk of poor outcomes
- Ways of increasing pupil engagement
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Extol Academy Trust extended services include but are not restricted to:

- Breakfast Club
- After School Club

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## 11 Damage to property and breakages

Where an element of the Academy Trusts property has been wilfully or recklessly damaged by a student or parent the Trust may charge those responsible for some or all of the cost of repair or replacement.



Where property belonging to a third party has been damaged by a pupil, and the Trust has been charged, the Trust may then pass on some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Trust Resource Committee.

## 12 Remissions and concessions

The Academy Trust will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received (as assessed by the Inland Revenue)
- Guarantee element of State Pension Credit.
- Income related employment and support allowance
- Working Tax Credit run on – paid for 4 weeks after qualification stops for Working Tax Credit
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteachers of the individual Academies within Extol Academy Trust will authorise the remission of the charges.

There may also be special circumstances whereby the Academy Trust may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by each LGB.

To request assistance, parents should contact the relevant school office for further details.

## 13 Voluntary contributions

Nothing in legislation prevents the Academy's Board of Trustees from asking for voluntary contributions for the benefit of one of the Academies or any Academy activities. However, if the activity cannot be funded without voluntary contributions, the CEO of the Trust/ Headteacher of the Academy will make this clear to parents at the outset. The CEO of the Trust/ Headteacher will also make it clear to parents that there is **no obligation** to make any contribution.

It is important to note that no child will 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, then it may be cancelled. Extol Academy Trust will make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

The schools will ensure that parents do not feel pressure in making voluntary contributions.

## 14 Inability or unwillingness to pay

Extol Academy Trust is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it may be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## 15 School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher may consult the Local Governing Body on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher may discuss options with the Local Governing Body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher may discuss options with the Local Governing Body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher may consult the





Local Governing Body on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher may consult the Local Governing Body on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

All schools within Extol Academy Trust will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.



## Appendix 1

