



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

CHARGING AND REMISSIONS POLICY

March 2024

This policy was approved by the Governors on

This policy will be reviewed annually on or before March 2025

This is a statutory policy

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1 Aims

Our 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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 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's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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

3 Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4 Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Head Teacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Facilities Committee.

4.2 Head Teachers

The Head Teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

4.4 Parents

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

5 Charging policies

5.1 Admissions and Education

- Admissions – the academy does not make requests for financial contributions (either in the form of voluntary contributions, donations, or deposits, even if refundable) as any part of its admissions process.
- Education provided during school hours – subject to limited exceptions outlined in this policy, the academy does not charge for education provided during school hours, including the supply of any materials, books, instruments, or equipment.
- Education provided outside school hours - no charge will be made for 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 academy or part of religious education.

5.2 School meals

- The academy does not charge for school meals where the pupil is eligible for free school meals.
- Pupils who are not entitled to free school meals will be charged.

5.3 Prescribed public examinations

- The academy does not charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the academy.
- However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the academy may seek to recover the fee from the pupil's parent/carer.

5.4 Materials, books, instruments or equipment

- The academy may charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.
- Such charges will not exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

5.5 Music, instrumental or vocal tuition

- The academy may charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.
- The charges will not exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.
- No charge will be made if the tuition is:
 - provided to a pupil who is looked after by a local authority; or
 - provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the academy.

5.6 Transport

The academy does not charge for:

- transporting pupils to or from the academy's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the academy
- transport provided in connection with an educational visit

5.7 Residential visits

The academy does not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school 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 by the academy or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

The academy will charge for board and lodging relating to residential visits (see "Optional Extras" section).

5.8 Optional extras

The academy does charge for 'optional extras'.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the academy
- other transport (outside of that outlined in the "Transport" section)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)
- In calculating the cost of an optional extra an amount will 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, which includes 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 for an optional extra will not exceed the actual cost of providing the optional extra, 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 parent/carer is unwilling or unable to pay the full charge.

6 Voluntary contributions

The academy may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities.

Where it is intended that an activity is to be funded by voluntary contributions, the Head Teacher will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled

No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

7 Refunds

Request for refunds for activities will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Head Teacher. If approved, refunds will be processed via the original method of payment.

The academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy on the basis of a pupil's breach of the academy's behaviour policy.

8 Damage to property and breakages

Where the academy's property has been wilfully or recklessly damaged by a pupil or parent/carer, the academy 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 academy has been charged, the academy may charge those responsible for some or all of the cost.

9 Remissions

In some circumstances, the school may not charge for items or activities set out in sections 5 and 6 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit – if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits)

Pupil premium students may be given additional help with trip and other costs. Some costs will be settled on behalf of the student as a matter of course, whilst for others an application needs to be submitted.

Parents may also make an application to the Hardship Fund. Each case will be reviewed on a case-by-case basis, considering individual circumstances. Successful applications will generally lead to a contribution rather than the full amount.

10 Monitoring arrangements

The Chief Financial Officer and Learning Services Manager monitor charges and remissions and ensure these comply with this policy.

This policy will be reviewed annually.

At every review, the policy will be approved by the Head Teacher and the Governing Body.

11 Complaints

Any complaints regarding this policy or its application should be raised under the academy's usual complaints procedure.