



The Academy for Character and Excellence

Charging and Remissions Policy

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Who should use this policy?

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the DfE guidance.

This policy will be reviewed every four years by the Strategic Board.

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I General Principles

This is the charges and remission policy for the Trust.

This policy is to set out the basis on which charges may be made by the Trust and its policy in respect of remissions.

The policy aim is to promote high standards of education for all students regardless of income but to recognise that certain types of activities may have a cost for the Trust.

This policy has been written in order to comply with relevant legislation and guidance.

Any questions in relation to the application of this policy shall be directed to a Senior Leader.

2 Key

There shall be no charge for:

- any 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 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, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered 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 he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

2.1 **There may be charges for:**

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (as set out below);
- music and vocal tuition, specific circumstances;
- certain early years provision;
- community facilities.

3 Detail

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, equipment or facilities. When there is a proposed charge, information will be provided on a case by case basis. Optional extras are:

- 3.1 education provided outside of school time that is not:
 - 3.1.1 part of the national curriculum;
 - 3.1.2 part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - 3.1.3 part of religious education.
- 3.2 examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- 3.3 transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- 3.4 board and lodging for a pupil on a residential visit;
- 3.5 extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- 3.6 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

4 Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. This shall not apply where this is an essential part of the national curriculum. Also, particular rules apply for Local Authorities.

5 Voluntary Donations

Some activities may only be able to take place if sufficient numbers of parents are willing to make a voluntary contribution. Where a voluntary contribution is sought it will be made clear that this optional but the activity may not be able to take place if enough contributions are made.

Pupils will not be excluded because of the financial means of their family. When activities are proposed the position will be set out in each letter. No one should feel pressured to make any voluntary donation for any activity or at all.

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 Help with Charges

Where parents are in receipt of benefits (including but not limited to):

- 6.1 Universal Credit
- 6.2 Income
- 6.3 Income-based Jobseekers Allowance
- 6.4 Support under part VI of the Immigration and Asylum Act 1999
- 6.5 Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- 6.6 Guaranteed State

Then they will be exempt from paying the cost of board and lodgings.

In addition, parents who have any particular concerns may contact the School to discuss any particular circumstances which will be carefully considered in a confidential and sympathetic manner.

7 **Monitoring and Review**

This policy will be kept under review by the Trust and amendments made from time to time. A full review will take place every four years