



Carlton Academy Trust

Charging and Remissions policy

Approved on behalf of Trustees

Roger Butterfield

Date:

Sept 2021

Next Review Date:

Sept 2022

Policy Aims

- Define robust, clear processes for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Roles and Responsibilities

Trustees have overall responsibility for approving this policy, as well as monitoring the implementation of its' provisions. Heads of School are responsible for ensuring staff are familiar with the policy, and is its' provisions consistently applied.

When Charges Can't Be Made:

- An admission application to any state funded school
- 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 public examination that the student is being prepared for at the school, or part of religious education
- Instrumental or vocal tuition for students learning individually or in groups, unless the tuition is provided at the request of parents/carers
- Entry for a public examination if the student has been prepared for it at the school
- Examination re-sits if the student is being prepared for the exam at the school.

When Charges Can Be Made

Education

- Any materials, books, instruments, or equipment, where the child's parent/carer wishes to own them
- Optional Extra's (see below)
- Music and vocal tuition (in limited circumstances – see below)
- Specific early years provision
- Use of community facilities/lettings

Optional Extras

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras comprise:

- Education provided outside of school time that is not part of the national curriculum, not part of provision for a public examination that the student is being prepared for at the school, or part of religious education.
- Examination entry fees if the student has not been prepared for the examination/s at the school
- Transport other than transport that is required to take students to school or to other premises where the local authority/governing body have arranged for the student to be provided with education.
- Board and lodging for students on a residential visit



- Extended day services offered to students such as breakfast club, after-school clubs, tea, and supervised homework sessions

In 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
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically for that purpose
- 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 change made in respect of individual students must not exceed the actual cost of providing the activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity 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 students who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit. Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges.

Voluntary Contributions

Schools may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the school should make this clear to parents at the outset and there is no obligation to make any contribution.

No child will be excluded from an activity simply because parents/carers are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled, and parents/carers must not be made to feel pressurised in to making a voluntary contribution.

Schools should avoid sending colour coded letters to parents as a reminder to make payments, and direct debit or standing order mandates should not be sent to parents when requesting contributions.

Music Tuition

The one exception to all education provided during school hours being free are instrumental and vocal music tuition. Charges can 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 student's parents/carers.

Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. They may not be made if the teaching is:

- An essential part of the national curriculum
- Provided under the first access to the key stage Instrumental and Vocal Tuition Programme.
- Provided to Looked After Children



Transport

Schools cannot charge for:

- Transporting students to or from the school premises, where the school has a statutory obligation to provide transport
- Transporting registered students to other premises where the school has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit.

Residential Visits

Schools cannot 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 public examination that the student is being prepared for at the school, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Schools can charge for board and lodging, but the charge must not exceed the actual cost. When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying this cost.

Parents in receipt of any of the following benefits are exempt from the costs of residential visits:

- 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 that Working Tax Credit is not also received, and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit - if the application was made on or after 1 April 2018, and the family's income is less than £7,400 per year – after tax and not including any benefits)

Other

The school reserves the right to charge for breakages, repairs, or replacements as a result of wilful damage or negligence of a student.

