



**CARLTON**  
ACADEMY TRUST

# **Carlton Academy Trust**

## **Charging and Remissions policy**

**Approved on behalf of Trustees**

**Gareth Logan**

**Date:**

**July 2023**

**Next Review Date:**

**July 2024**



### **When Charges Can Be Made**

Charges can be made by schools for:

- Any materials, books, instruments, or equipment, where the child's parent 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

### **When Charges Can't Be Made**

Charges can't be made by schools for:

- Admission applications.
- Education provided during school hours, including materials, books, instruments, or other equipment.
- Entry for a public examination or examination re-sits being prepared for at the school.
- Education provided outside school hours if it is part of the national curriculum, syllabus for a public examination that the student is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition, except where the tuition is provided at the request of parents.

### **Optional Extras**

Charges can be made for optional extras. These include:

- Education provided outside school time that is not part of the national curriculum, syllabus of 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 home-school transport.
- Board and lodging on a residential visit.
- Extended day services such as breakfast clubs, after-school clubs, or supervised homework sessions

In calculating the cost of optional extras, the following may be included:

- Materials or equipment provided in connection with the optional extra.
- Accommodation.
- Pay for non-classroom/teaching staff.
- Teaching staff contracted to provide the optional extra, including supply teachers specifically engaged for that purpose.
- Teaching staff employed to provide vocal or music tuition.

Any charge made for any individual student must not exceed the actual cost of providing the activity divided by the number of students participating. It must not include a subsidy for any other student/s whose parents are unwilling or unable to pay their proportion of the charge. Participation must also be based on parental choice and their willingness to meet the charges.

### **Voluntary Contributions**

Requests for voluntary contributions from parents to fund a school activity must make clear (where relevant) that:

- The activity cannot take place without voluntary contributions.
- There is no obligation to contribute, and parents should not be placed under undue pressure to make one.
- No child will be excluded where a contribution has not been made.

### **Music and Vocal Tuition**

Music or vocal tuition is the only time when charges can be made for activities during school hours, provided the request has been made from parents. Charges must not exceed the total cost of provision.

Charges may not be made when:

- It is part of the National Curriculum.
- Provided under the First Access to the Key Stage Instrumental and Vocal Tuition Programme.
- Provision is for Looked After Children.

### **Transport**

Schools cannot charge for:

- Home-school transport where the school has a statutory obligation to provide transport.
- Transporting students to other premises where the school has arranged for them to be educated.
- Transport that enables a student to fulfil a requirement for a qualification they have been entered by the school.
- Transport for an educational visit.

### **Residential Visits**

Schools can make charges for residential visits, but they must not exceed the total cost of the visit divided equally across all students attending. They must not charge for:

- Any visit that takes place during school hours.
- Any visit outside school hours which is part of the National Curriculum, examination they are being prepared for at the school, or religious education.
- Supply teachers covering for absent teachers.

### **Education Taking Place During and Out of School Hours**

Charges may be made for activities where more than 50% of time is spent outside of school hours. Time spent on travel counts in this calculation if the travel occurs during school hours. Calculations of school hours does not include the break in the middle of the day.

Charges cannot be made where the activity is part of the National Curriculum, an examination that the pupil is being prepared for at the school, or religious education.

When informing parents about a visit, schools must make it clear that those in receipt of certain benefits will be exempt from charges. These benefits are:

- 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 because of wilful damage or negligence of a student.

### **Glossary**

**Parents** – an 'umbrella' term also including carers.