

CHARGING & REMISSIONS POLICY

Document Owner: Finance Director

Date: September 2023

Status: Statutory



City Learning Trust

Inspiring Outstanding Achievement

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Document Type	Charging & Remissions Policy			
Reference/Version Number	CLT-CRP - V1.7			
Summary	This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996 , sections 449-462 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.			
Associated Documents				
Target Audience	All Employees			
Date of this Version	September 2023			
Document Owner	Finance Director			
Review Body	Policy Admin Group	Meeting Date	22.4.21 20.5.21 June 2021	22.9.21 22.9.22 12.10.23
Union Consultation Date/s:	N/A	Meeting Date	N/A	
Proof Read	Completed by K Smith			
Senior Leadership Team	N/A			
Approved/Ratified by	Board of Trustees	Meeting Date	16.12.19 14.12.20	13.12.21 12.12.22
Review Frequency	Annual	Next Review Date	September 2024	
Date uploaded on website/s				
CLT V1.5 - 18.10.21 V1.6 - 26.9.22 V1.7 - 16.10.23 (SW)	Haywood V1.5 - 12.1.22 (SW) V1.6 - 26.9.22 (SW) V1.7 - 16.10.23 (SW)	Trentham V1.5 - 12.1.22 (JS) V1.6 - 26.9.22 (SW) V1.7 - 16.10.23 (SW)	Mill Hill V1.5 - 12.1.22 (JY) V1.6 - 26.9.22 (SW) V1.7 - 16.10.23 (SW)	Smallthorne V1.5 uploaded V1.6 - 26.9.22 (SW) V1.7 - 16.10.23 (SW)
Date uploaded to Sharepoint/s				
CLT V1.5 - 13.10.21 V1.6 - 26.9.22 V1.7 - 16.10.23	Haywood V1.5 - 4.10.21 V1.6 - 26.9.22 V1.7 - 16.10.23	Trentham V1.5 - 4.10.21 V1.6 - 26.9.22 V1.7 - 16.10.23	Mill Hill V1.5 - 4.10.21 V1.6 - 26.9.22 V1.7 - 16.10.23	Smallthorne V1.5 - 4.10.21 V1.6 - 26.9.22 V1.7 - 16.10.23
Acknowledged by Local Governing Committee/s:	Haywood 24.3.20 1.1.20 V1.5 30.11.21	Trentham 25.3.20 2.12.20 V1.5 1.12.21	Mill Hill 18.11.20 V1.5 24.11.21	Smallthorne 18.11.20 V1.5 24.11.21

VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
0.1	New Document	April 2020	New Policy
1.1	Annual Review	Aug 2020	Corporate format only
1.2	Annual Review	April 2021	Document Owner
1.3	PPWG review	May 2021	Section 6.1.d - wording update Section 6.2.d - Section 9.a.iv - Section 9.b -
1.4	PPWG review	17.6.21	Typos, grammar updated throughout document Section 6 - Section 7 -
1.5	Annual review	Sept 2021	No changes
1.6	Annual Review	Sept 2022	Section 10.1.a addition of viii and ix
1.7	Annual Review	Sept 2023	Date and version number changed, no further updates.

TABLE OF CONTENTS

VERSION CONTROL	2
1. STATUS	4
2. AIMS	4
3. LEGISLATION AND GUIDANCE	4
4. DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
5.1 The Trustee Board	4
5.2 The Headteacher/Principal	4
5.3 Employees	4
5.4 Parents	4
6. WHERE CHARGES CANNOT BE MADE	4
6.1 Education	4
6.2 Transport	5
6.3 Residential visits	5
7. WHERE CHARGES CAN BE MADE	5
7.1 Education	5
7.2 Optional Extras	5
7.3 Music Tuition	6
7.4 Residential Visits	6
8. VOLUNTARY CONTRIBUTIONS	6
9. ACTIVITIES CITY LEARNING TRUST CHARGE FOR	6
10. REMISSIONS	7
10.1 Remissions For Residential Visits	7
11. LINKS TO OTHER POLICIES	7
12. MONITORING AND REVIEW	7

1. STATUS

- a. Statutory.

2. AIMS

- a. Our Trust aims to:
 - i. Have robust, clear processes in place for charging and remissions;
 - ii. Clearly set out the types of activity that can be charged for and when charges will be made.

3. LEGISLATION AND GUIDANCE

- a. This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and the [Education Act 1996](#), sections 449-462 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.
- b. This policy complies with our funding agreement and articles of association.

4. DEFINITIONS

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

5. ROLES AND RESPONSIBILITIES

5.1 The Trustee Board

- a. The Trustee Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual Governor or the Headteacher/Principal.
- b. The Trustee Board also has overall responsibility for monitoring the implementation of this policy.

5.2 The Headteacher/Principal

- a. The Headteacher/Principal is responsible for ensuring employees are familiar with the charging and remissions policy, and that it is being applied consistently.

5.3 Employees

- a. Our employees are responsible for:
 - i. Implementing the charging and remissions policy consistently;
 - ii. Notifying the Headteacher/Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
- b. The Trust will provide employees with appropriate training in relation to this policy and its implementation.

5.4 Parents

- a. Parents are expected to notify employees or the Headteacher/Principal of any concerns or queries regarding the charging and remissions policy.

6. WHERE CHARGES CANNOT BE MADE

- a. Below we set out **what our academies cannot charge for**:

6.1 Education

- a. Admission applications.
- b. Education provided during Academy hours (including the supply of any materials, books, instruments or other equipment).
- c. Education provided outside Academy hours if it is part of:
 - i. The national curriculum;
 - ii. A syllabus for a prescribed public examination that the pupil is being prepared for at the Academy;
 - iii. Religious education.

- d. Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is in addition to that provided at the request of the pupil's parent.
- e. Entry for a prescribed public examination if the pupil has been prepared for it at the Academy.
- f. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Academy.

6.2 Transport

- a. Transporting registered students to or from the Academy premises, where the Local Authority has a statutory obligation to provide transport.
- b. Transporting registered students to other premises where the Local Governing Committee or Local Authority has arranged for students to be educated.
- c. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the Academy.
- d. Transport provided in connection with an educational visit.

6.3 Residential visits

- a. Education provided on any visit that takes place during Academy hours.
- b. Education provided on any visit that takes place outside Academy hours if it is part of:
 - i. The national curriculum;
 - ii. A syllabus for a prescribed public examination that the pupil is being prepared for at the Academy;
 - iii. Religious education.
- c. Supply teachers to cover for those teachers who are absent from the Academy accompanying students on a residential visit.

7. WHERE CHARGES CAN BE MADE

- a. Below we set out **what our academies can charge for**.

7.1 Education

- a. Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- b. Optional extras (see below).
- c. Music and vocal tuition, in limited circumstances.
- d. Certain early years provision.
- e. Community facilities.

7.2 Optional Extras

- a. We are able to charge for activities known as 'optional extras'. In these cases, the Academy can charge for providing materials, books, instruments or equipment. The following are optional extras.
- b. Education provided outside of Academy time that is not part of:
 - i. The national curriculum;
 - ii. A syllabus for a prescribed public examination that the pupil is being prepared for at the Academy;
 - iii. Religious education.
- c. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the Academy.
- d. Transport (other than transport that is required to take the pupil to the Academy or to other premises where the Local Authority/Local Governing Committee has arranged for the pupil to be provided with education).
- e. Board and lodging for a pupil on a residential visit.
- f. Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

- g. When calculating the cost of optional extras, an amount may be included in relation to:
 - i. Any materials, books, instruments or equipment provided in connection with the optional extra;
 - ii. The cost of buildings and accommodation;
 - iii. Non-teaching employees;
 - iv. Teaching employees engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra);
 - v. The cost, or an appropriate proportion of the costs, for teaching employees employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- h. Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.
- i. Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.
- j. In cases where a small proportion of the activity takes place during Academy hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.
- k. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

7.3 Music Tuition

- a. The Academy can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the pupil's parent.
- b. Charges may not exceed the cost of the provision, including the cost of the employees giving the tuition.
- c. Charges cannot be made:
 - i. If the teaching is an essential part of the national curriculum;
 - ii. If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme;
 - iii. For a pupil who is looked after by a Local Authority.

7.4 Residential Visits

- a. We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

8. VOLUNTARY CONTRIBUTIONS

- a. As an exception to the requirements set out in section 5 of this policy, the Academy is able to ask for voluntary contributions from parents to fund activities during Academy hours which would not otherwise be possible.
- b. Some activities for which the Academy may ask parents for voluntary contributions include:
 - i. Academy trips, food & nutrition ingredients & sports activities.
- b. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the Academy is unable to raise enough funds for an activity or visit then it will be cancelled.

9. ACTIVITIES CITY LEARNING TRUST CHARGE FOR

- a. The Academy will charge for the following activities:
 - i. Breakfast club;
 - ii. After school club;
 - iii. Music lessons under the highlighted criteria;
 - iv. Academy trips;
 - v. Sports clubs/fixtures.
- b. For regular activities, the charges for each activity will be determined by the Local Governing Committee and reviewed in August each year. Parents will be informed of the charges for the coming year in September each year.

10. REMISSIONS

- a. In some circumstances the Academy may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Local Governing Committee and will depend on the activity in question.

10.1 Remissions For Residential Visits

- a. Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:
 - i. Universal credit in prescribed circumstances;
 - ii. Income Support;
 - iii. Income Based Jobseekers Allowance;
 - iv. Support under part VI of the Immigration and Asylum Act 1999;
 - v. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
 - vi. The guarantee element of State Pension Credit;
 - vii. An income related employment and support allowance that was introduced on 27 October 2008.
 - viii. Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit.
 - ix. Universal Credit - if you apply on or after April 2018. Your household income must be less than £7,400 a year (after tax and not including any benefits you get).

11. LINKS TO OTHER POLICIES

- a. None.

12. MONITORING AND REVIEW

- a. The Headteacher/Principal monitors charges and remissions, and ensures these comply with this policy.
- b. This policy will be reviewed by the Finance Director every year. At every review, the policy will be approved by the Board of Trustees.