

CHARGING & REMISSIONS POLICY

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VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
0.1	New Document	April 2020	New Policy
1.1	Annual review	Sept 2020	No changes
1.2	PPWG review	April 2021	Cover sheet updated Document Owner changed from Finance to HR Review Date updated Section 7.c - wording amended Section 7.d & e - contact details added Section added for Links to Other Policies
1.3	PPWG review	15.6.21	Typos, grammar amended throughout document
1.4	Annual review	Mar 2022	No changes
1.5	Annual review	Mar 2022	Minor grammatical updates only
1.6			
1.7	Annual review	Mar 24	Completed by HR Director - date changes only. Document owner moved to Finance Director.
1.8	Annual Review	Sept 2024	Re-write of policy
1.9	Annual Review	Sept 2025	Date changes only.

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1. POLICY STATEMENT

- a. The purpose of this policy is to ensure that City Learning Trust (The Trust) upholds the legal requirements for education during the normal academy hours to be free of any compulsory charges to parents/carers.
- b. This policy is based on the guidance from the Department for Education (DfE) on charging for school activities and the Education Act 1996 section 449 to 462. We are required to adhere to this act through our funding agreement and Articles of Association.

2. PROCESS FOR COMPLIANCE AND IMPLEMENTATION

- a. To ensure the effective implementation and compliance of our Charging and Remissions policy across all schools within the City Learning Trust, we will adhere to the following processes:

2.1 Education

- a. No charges will be made for education provided during school hours (including supply of any materials, books, instruments or other equipment)
- b. No charges will be made for education provided outside of school hours if it is part of:
 - a. The National Curriculum
 - b. A syllabus for a prescribed public examination that the pupil is being prepared for at an academy within the Trust
 - c. Religious education

2.2 Admissions

- a. There is no charge for admissions in accordance with School Admissions Code 2012

2.3 Transport

- a. No Charge will be made for transporting registered pupils to or from a Trust academy premises, where the local authority has a statutory obligation to provide transport
- b. No charges will be made for transporting registered pupils to other premises outside of the Trust where the Trust has arranged for pupils to be educated
- c. No charges will be made for transport that enables a pupil to meet an examination requirement that the pupil is being prepared for at an academy within the Trust

2.4 Academy Meals

- a. There is no charge for meals where pupils are entitled to free school meals
- b. Pupil who are not entitled to free school meals will be charged as per the current canteen prices

2.5 Public Examinations

- a. There is no charge for examinations that are part of the National Curriculum where the pupils have been prepared for the examinations by an academy within the Trust
- b. Pupils who have not been prepared for the examination by an academy within the Trust will be charged the entrance fee for the exam
- c. Where pupils fail to complete an exam without good reason the Trust can charge for the entrance fee.
- d. The Trust may charge for the remarking of exams where the result is unchanged.

2.6 Music Tuition

- a. There is no charge for music tuition if it forms part of the National Curriculum
- b. Charges will be made for music tuition that is requested by the parents/carers. The charges will not exceed the cost of the provision and will depend on the class size, instrument and duration of the lessons.

2.7 Optional Extras

- a. Charges will be made for optional extras such as activities/clubs led by external providers where these activities are not part of the National Curriculum, public examinations that the pupil is being prepared for by the Trust or religious education.
- b. Charges will be made for optional extended day services (i.e. breakfast club/after-school club)
- c. Charges will be made for materials, books, instruments or equipment where the child's parents/carers wishes them to own them.

2.8 Residential Trips

- a. Charges will be made for board, lodgings and activities on residential trips. Charges must not exceed the cost.
- b. No charge will be made for education provided during any trip that takes place during school hours. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.
- c. No charge will be made for education provided on any visit which takes place outside of school hours if it forms part of the National Curriculum, public examinations that the pupil is being prepared for by the Trust or religious education.
- d. No charge will be made for supply teachers to cover teachers who are absent from school accompanying pupils on a residential visit

2.9 Remissions & Concessions

- a. The Trust will give consideration to the remissions of charges to parents/ carers who receive Universal Credit and the pupil is in receipt of free school meals.
- b. Parents/carers who can evidence that they are in receipt of any of the following payments will be exempt from paying the cost of board and lodging for residential trips:
 - i. Income support
 - ii. Income-based Jobseeker's Allowance
 - iii. Income-related Employment and Support Allowance
 - iv. Support under part VI of the Immigration and Asylum Act 1999
 - v. The guaranteed element of Pension Credit
 - vi. Child Tax Credit – provided you're not also entitled to Working Tax Credit and have a gross annual income of no more than £16,190
 - vii. Working Tax Credit run-on – Paid for 4 weeks after you stop qualifying for Working Tax Credit
 - viii. Universal Credit – if you apply on or after April 2018. Your annual household income must be less than £7,400

Parents/carers who are eligible for the remission of charges will be dealt with confidentially. The Academy Lead will authorise the remission of charges and may choose to subsidise part or all of the payment due.

2.10 Voluntary Contributions

- a. As an exception to the requirements set out in section 3 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/carers for voluntary contributions include Academy trips, food & nutrition ingredients & sports activities.
- c. There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to contribute however if the cost of the trip/activity are not covered by the voluntary donations received the academy reserve the right to cancel the trip/activity.

3. RESPONSIBILITIES

3.1 Board of Trustees

- a. The Board of Trustees have overall responsibility for approving the charging and remissions policy, but can delegate this to a committee.
- b. Policy Review: Review and approve the policy on a regular basis, ensuring it remains relevant and effective.
- c. Responsibility for approving and reviewing the charging and remissions policy has been delegated to the Policy and Procedures Working Group

3.2 Academy Leaders (Headteachers/Principals)

- a. Responsible for ensuring staff are familiar with charging and remissions policy, and it is being applied consistently.
- b. Authorise the remission of charges and may choose to subsidise part or all of the payment due.

3.3 Academy Staff

- a. Responsible for implementing the charging and remissions policy consistently.
- b. Notifying the Academy Lead of any specific circumstances where concessions/remissions may need to be applied

3.4 Parents and Carers

- a. Parents/carers are expected to notify the academy of any concerns or queries regarding the charging and remissions policy
- b. Parents/carers must notify the academy of any changing in circumstances which would result in concessions being applicable

4. LINKS TO OTHER POLICIES

- a. Gifts and Hospitality Policy
- b. Whistleblowing Policy

5. MONITORING AND REVIEW

- c. This policy has been approved by the Board of Trustees. It will be reviewed by the Policy and Procedures Working Group on an annual basis to ensure continuing compliance.