

# Charges and Remissions Policy

**RELATING TO**

All Academies of the Shaw Education Trust

**WAS APPROVED BY THE EXECUTIVE LEADERSHIP TEAM  
OR BOARD OF DIRECTORS**

**SIGNED BY MEMBER OF THE BOARD**

**NAME [Print].....**

**POSITION.....**

Reference:Version	1
Procedure Originator:	H TURNER
Equality Impact Assessed:	
Approved By:	BOARD
Date Approved:	SEPTEMBER 2017
Review Interval:	3 YEARS
Last Review Date	SEPTEMBER 2017
Next Review Date	JUNE 2020
Audience:	Employees

### History of most recent policy changes

Date	Page e.g. whole document	Detail of Change	Origin of Change e.g. Reason for change or Change in legislation

The policy sets out levied charges for academy activities, lettings and extended academy provision. It also covers remissions [where a charge is not payable, either in full or in part]. Guidance is taken from the Education Act [1996: 449-462].

Please also refer to guidance published by the Department for Education:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/365929/charging\\_for\\_school\\_activities\\_-\\_October\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf)

### **Definition**

The academy day is defined as starting at 8.30am and finishing at 4.00pm. The midday break does not form part of the academy day.

### **Responsibilities**

It is the Headteachers/Principals responsibility to ensure that staff are familiar with and correctly apply the policy. The Trustees will review the policy annually. Any determination with respect to individual parents / carers will be delegated to and considered by the Headteacher/Principal or Academy Council.

### **Legal Prohibition of Charges**

The Shaw Education Trustees recognise that legislation prohibits charging for the following:

- Education provided during the day including supply of materials, books, instruments & equipment;
- Education provided outside academy 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 academy, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is being provided at the request of the pupil's parent;
- Entry for a prescribed pupil examination, if the pupil has been prepared for it at academy; and
- Examination re-sit[s] if the pupil is being prepared for the re-sit[s] at the academy

### **Charges**

The Shaw Education Trustees in each of the following cases intend to make a charge for:

- Any materials, books, instruments, or equipment, where the child's parents/carers wishes him/her to own them;
- Optional extra's:
  - Education provided outside of academy time that is not part of the curriculum, part of a syllabus for a prescribed public examination or part of religious education;

- Examination entry fee[s] if the registered pupil has not been prepared for the examination at the academy;
- Transport [other than transport that is required to take the pupil to academy or to other premises where the LA/Academy Council have arranged for the pupil to be provided with education];
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils [for example: breakfast club, after-academy clubs]
- Music and vocal tuition in limited circumstances
- Community facilities
- Breakages & proportionate replacement costs agreed by the Headteacher/Principal as a result of damages caused wilfully by pupils.
- Charges for materials or ingredients where the pupils wish to have the finished product

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 [including Supply Teachers] engaged under contracts for services purely to provide an optional extra
- The cost or an appropriate proportion of costs, for the teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity.

### **Voluntary Contributions**

The terms of any request made to parents/carers will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear:

- The contribution is genuinely voluntary & parent/carer is under no obligation
- Registered pupils at the academy will not be treated differently according to whether a contribution has been made

### **Remissions (non-charging)**

Where an organisation/individual enters into a custom of friendly support that is mutually beneficial to both organisations e.g. sharing use of facilities, minibuses, resources, such conditions should be overseen by the Headteacher / Principal. It would be an expectation that Academies within The Shaw Education Trust are “family organisations” and as such fees should be remitted.

- When it is known that an organisation is unable to afford set rates an agreed charge above the actual incurred cost to the academy can be overseen by Headteacher/ Principal

On occasions, the academy may choose to organise a specific trip which falls outside the remit of this policy. Under these circumstances, the academy will increase its level of financial contribution. This may occur following specific fundraising or donations.

Also, there is no limit to the level of voluntary contributions which parents can make nor is there any restriction placed upon the use which can be made of such contributions.

### **Remission of Charges**

As a statutory minimum, a complete remission of board and lodging charges has to be made to pupils whose parents receive:

- Universal Credit in prescribed circumstances;
- Income Support;
- Income-based Job Seekers Allowance;
- Support under part V1 of the Immigration and Asylum Act 1999: or
- Child Tax Credit (providing that they do not also receive Working Tax Credit and the families income [as assessed by her Majesty's Revenue and Customs] does not exceed £16,190 [financial year 15/16];
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.
- Students in receipt of Pupil Premium or 16-19 Bursary

We will inform parents/carers on low incomes and in receipt of the following benefits of the support available to them when being asked for contributions towards the costs of academy visits. Because of the sensitivity of such cases, staff will consult with the Headteacher/Principal before finalising financial details. Parents are requested to contact the Headteacher/Principal privately to discuss their particular situation