



CHARGING AND REMISSIONS POLICY

**This Policy was reviewed and approved by the Full Governing Board
on 17th December 2024**

**Next review due: Autumn Term 2025
(by Finance & Resources Committee)**



INTRODUCTION

This policy is based upon guidance produced by the Department for Education as well as on sections 449 to 462 of the Education Act 1996 which sets out the law regarding charging for school activities. As an Academy, we are required to comply with the Act through our funding agreement.

The Trustee Board has overall responsibility for approving this policy, but has delegated its preparation, review and monitoring to the Headteacher.

A charge is defined as a fee payable for specifically defined activities.

A remission refers to the cancellation of a charge which would normally be payable.

The Headteacher is responsible for ensuring that staff are familiar with the policy and that it is being applied consistently. The Business Director, in the first instance, will respond to any concerns or queries raised by parents about the policy.

WHERE CHARGES CAN BE MADE

The Trustees accept the objectives of the charging provisions of the 1996 Act and will charge for those activities permitted by the Act and which are listed below:

- The costs of board and lodgings on residential visits.
- The costs associated with individual or small group tuition in the playing of a musical instrument whether in or out of school hours (unless this is provided as part of the syllabus for prescribed public examination or is required by the National Curriculum).
- The costs of activities which take place wholly or mainly outside school hours (as defined in the legislation), and which are not provided as part of the syllabus for prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.
- The costs of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours.



- The costs of re-sits of prescribed examination where no further preparation has been provided by the school.
- The costs of essential ingredients or materials for practical subjects.
- The costs (full or partial at the Academy's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the Academy.

The Trustees will exercise their right under the 1996 Act to receive voluntary contributions from parents in support of certain activities such as educational visits. The Trustees will make it clear in writing that any contribution is voluntary and failure to contribute will not involve the relevant parents' child being treated differently from any other child at the school.

WHERE CHARGES ARE REFUNDED OR REMISSIONS MADE

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the school's control and where the School has been able to recoup the relevant costs
- The school deciding that a student should not take part in a trip or activity for whatever reason and providing that the School can resell the place on the trip to another pupil. Refunds will be reduced by the amount of any non-refundable deposits made

In other circumstances refunds will be at the discretion of the Business Director.

Students whose parents are in receipt of the following state benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential visits directly relating to the national curriculum. The relevant payments 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



- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by the Inland Revenue) that does not exceed £16,190.
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit your household income should be less than £7,400 a year after tax and not including any benefits you receive

The Trustees may remit charges in full or in part to families experiencing hardship in payment for school uniform, PE kit, school trips etc. The Trustees invite parents to apply to the Finance Office with details of their income and family circumstances, for the remission of charges in part or in full. Each case will be considered on its merits and in the strictest confidence by the Business Director who has delegated authority from the Headteacher to authorise ad hoc payments for financial assistance.

In respect of school uniform, a maximum of £100 can be authorised each academic year as a credit against items from the schools supplier.