

## Charging and Remissions Policy

Policy Code:	SW10
Policy Start Date:	September 2020
Policy Review Date:	September 2023

Please read this policy in conjunction with the policies listed below:

- SW11 Educational Visits Policy

## **1. Policy Statement**

- 1.1 The Education Act 1996 establishes the basic principle that the education provided by any academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no academy admission charge and no charge for any related activity which takes place during academy time.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.4 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via [FederationHR@prioryacademies.co.uk](mailto:FederationHR@prioryacademies.co.uk)) for appropriate consideration at the next available point in the policy review cycle.

## **2. Roles, Responsibilities and Implementation**

- 2.1 The Education and Standards committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Student Welfare.
- 2.2 Managers have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

## **3. Aims**

- 3.1 The position of the Academy Trust is clear, in that no child's education should be in any way compromised by the ability of their parents or carers to pay. Equality of opportunity for all students will be maintained, irrespective of any voluntary contributions. In some cases, Pupil Premium may be used to support those pupils who are at risk of disadvantage due their financial circumstance.

3.2 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

3.3 This policy does not form part of any employee's contract of employment and The Trust may amend it at any time.

#### **4. Admissions**

There is no charge for admissions.

#### **5. Academy meals**

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged.

#### **6. Public examinations**

There is no charge for examinations that are part of the curriculum and on the academies' set examinations list, where students have been prepared for the examinations by the academy. There is no charge for examinations that are not on the set list, but have been arranged by the academy. However, if the pupil fails without good reason to meet an examination requirement for any sitting, the academy may recover the fee incurred from that pupil's parents / guardian.

#### **7. Activities that take place during academy hours (this does not include the break in the middle of the academy day)**

There is no charge for activities during academy hours with the exception of music tuition (**section 11**).

There is no charge for transport during academy hours to academy-organised activities but voluntary contributions may be requested.

#### **We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge) instead of returning them to the school (including design and technology materials and food ingredients)
- optional extras (**section 8**)
- music or vocal tuition (**section 11**).

#### **8. Activities that take place *partly* during academy hours, either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 7**.

**9. Activities that take place outside of academy hours (non-residential, and including the break in the middle of the academy day)**

There is no charge for activities that take place outside of academy hours when they are:

- part of the set curriculum, including the basic curriculum for religious education
- part of the syllabus for a public examination that the pupil is being prepared for by the academy
- sports matches against other schools / academies.

**Optional extras**

The academy may charge for optional extras. Optional extras are:

- educational or other activities provided outside of academy time that is **not**:
  - a) part of the academy's curriculum, including religious education
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
- transport that is not taking the pupil to an academy or to other premises where the local authority or governing body has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit.

**The cost of optional extras**

The decision about when a charge will be made for an optional activity will be made by the headteacher.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

When 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
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges

**10. Residential activities**  
**Our academy may charge for:**

**Board and lodging**

When any visit has been organised by the academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during academy hours or not. The charge will not exceed the actual cost. **Parents whose children are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for guidance on remissions).

**Travel**

Travel charges may apply when the residential activity and extended day trips take place outside of academy hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions (see **section 14** for guidance on remissions), but no other pupils will be charged extra to cover those costs.

**The cost of activities**

The academies may charge for residential activities that fall **outside** of academy hours (**see section 14**).

**11. Music tuition within academy hours**

The Priory Federation of Academies follows government legislation that states that all education provided during academy hours must be free; however, instrumental or voice music tuition is an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the academy's curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The academy may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The cost of and payment for tuition may vary depending on the individual tutor, for both the tuition and appropriate examinations/grading exams.

## **12. Extended services**

The Priory Federation of Academies is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable the academy to provide:

- high-quality learning opportunities that are in addition to normal academy provision
- ways of intervening early when children are at risk of poor outcomes
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent/guardian will be asked to subsidise other pupils. .

## **13. Damage to property and breakages**

Where academy property has been wilfully damaged by a student, the academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher, who will take account of the full circumstances of the loss or damage.

## **14. Remissions**

The academies will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income-related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher will authorise the remission of charges for such pupils. When a remission is made it may be for all or part of the charges, and this decision will be made by the Headteacher.

No charge will be made in respect of a pupil who is looked after by the Local Authority.

## **15. Voluntary contributions**

The Priory Federation of Academies Trust may ask for voluntary contributions to the academy for general funds and/or to fund activities that will enrich our students' education. Record will be kept of all voluntary contributions and who paid them.

In any case, where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled, all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will not pressure parents to make a contribution.

## **16. Policy change**

- 16.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

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## **The Priory Federation of Academies Trust Charging and Remissions Policy**

This Policy has been approved by the Priory Federation of Academies' Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.