

## Charging and Remissions Policy

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Approved by	Board of Trustees
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Review cycle	ANNUAL Policies will be reviewed in line with DEMAT's internal policy schedule and/or updated when new legislation comes into force
Description of changes	This is a new policy

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## 1. Introduction

DEMAT aims to:

- have robust, clear processes in place for charging and remissions
- clearly set out the types of activity that can be charged for and when charges will and will not be made
- offer a range of activities and visits within its academies whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## 2. Relationship with DEMAT Values

The application of this policy must be always applied in a way that reflects the values of DEMAT and its Christian Ethos:

### Vision

To Learn. To Know. To Lead Out. “I can do all things through Christ who strengthens me”  
(Philippians 4:13)

### Values

Love – We engender love and tolerance between and for our staff, pupils, and others to foster an inspiring atmosphere of mutual support.

Community – We are committed to ensuring our academies are a living part of the community and contribute positively to its needs.

Trust – We acknowledge accountability and responsibility for our actions and ensure that we encourage each other to make brave decisions and then learn from any mistakes.

Ambition – We are determined that our academies offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives.

Respect – We do everything to provide a caring, safe, and secure place for our staff and pupils to be happy and respected in our academies so they may achieve their potential.

### **3. Scope**

The policy is applicable to all employees (permanent and temporary) of DEMAT. Where applicable, it is also applicable to all Volunteers supporting DEMAT.

### **4. Definitions**

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable

### **5. Purpose**

The purpose of this policy is to set out what charges can and cannot be made for activities in academies in the Diocese of Ely Multi-Academy Trust ("DEMAT"). The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out what charges can and cannot be made for activities in academies based in England. It is also based on guidance from the Department for Education (DfE).

<https://www.gov.uk/government/publications/charging-for-school-activities>

The policy also complies with DEMAT's Funding Agreement with the Secretary of State and its Articles of Association.

### **6. Key Points**

Academies must apply the principle that no charges can be made for education provided during academy hours (including the supply of any materials, books, instruments or other equipment) except for the limited exceptions set out in section 9.

In addition, academies must ensure that they inform parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of school visits.

## 7. Roles and Responsibilities

DEMAT is accountable for all policies across its academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values.

### ***Headteachers***

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### ***Staff***

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The academy will provide staff with appropriate training (if appropriate) in relation to this policy and its implementation.

### ***Parents/Carers***

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

## 8. Where charges cannot be made by academies

The following categories of expenditure are matters for which no charge can be made by academies.

### ***a. Education***

Admission applications

Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside academy hours if it is part of:

The National Curriculum

A syllabus for a prescribed public examination that the pupil is being prepared for at the academy

Religious education

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

Entry for a prescribed public examination if the pupil has been prepared for it at the academy

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy

**b. Transport**

Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport

Transporting registered pupils to other premises where the local authority has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the academy

Transport provided in connection with an educational visit

For further guidance on Home to school travel and transport guidance, please refer to the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/575323/Home\\_to\\_school\\_travel\\_and\\_transport\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/575323/Home_to_school_travel_and_transport_guidance.pdf)

**Residential visits**

Education provided on any visit that takes place during academy hours

Education provided on any visit that takes place outside of academy hours if it is part of:

The National Curriculum

A syllabus for a prescribed public examination that the pupil is being prepared for at the academy

Religious education

Supply teachers, covering for teachers who are absent from academy, accompanying pupils on a residential visit

## **9. Where charges can be made by academies**

### **9.1 Education**

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Music and vocal tuition, in limited circumstances

Certain early years provision<sup>1</sup>

Community facilities<sup>2</sup>

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

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<sup>1</sup> See The Education (Charges for Early Years Provision) Regulations 2012

<sup>2</sup> The powers to provide community facilities are under s. 27(1) of the Education Act.

## 9.2 **Optional extras**

Charges may be made for activities known as ‘optional extras’.

Participation in any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is necessary for the provision of an optional extra to be charged for.

In these cases, academies can charge for providing materials, books, instruments or equipment.

Optional extras are:

### *Education*

Education provided outside of academy time that is not part of:

The National Curriculum

A syllabus for a prescribed public examination that the pupil is being prepared for at the academy

Religious education

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy.

### *Other*

Transport (other than transport that is required to take the pupil to the academy or to other premises where the local authority has arranged for the pupil to be provided with education)

Board and lodging for a pupil on a residential visit<sup>3</sup>

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

### 9.2.1 *Calculating the cost of optional extras*

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
- The cost of buildings and accommodation
- 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

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<sup>3</sup> Academies can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Any charge made in respect of individual pupils will not be more than the actual cost of providing the activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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 pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

### 9.3 **Music tuition**

Academies can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges **cannot** be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### 9.4 **Voluntary contributions**

Academies can ask for voluntary contributions from parents to fund activities which would not otherwise be possible. When making requests for voluntary contributions, parents and carers must not be made to feel pressurised into paying as it is voluntary and not compulsory. Academies therefore must not send colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to parents requesting contributions.

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 academies are unable to raise enough funds for an activity or visit, then it will be cancelled. Academies must ensure that this is made clear to parents and carers.

## 10. **Remissions**

In some circumstances, the academy may not charge for items or activities. This will be at the discretion of the Headteacher and will depend on the activity in question.

### **Remissions for residential visits**

Parents whose children are eligible for pupil premium will be exempt from paying the cost of board and lodging for residential visits.



## **11. Legal duties under the Equality Act 2010**

The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include, sex, race, religion or belief, and gender reassignment.

It is not considered that provisions of this policy would create the risk of discrimination as contemplated under this Act.

## **12. Policy Review**

This policy will be reviewed on an annual basis.