



Charging and remissions policy

Lord Grey Academy

Approved by:

LGB

Date:

Last reviewed on:

Policy Owner:

Next review due by:

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1. Aims

Our Academy 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 whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Associate Principal.

4.2 Associate Principal

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

4.3 Staff

Staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the Associate Principal of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The Academy will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers are expected to notify staff or the Associate Principal of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 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/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the Academy
- Examination resit(s) if the pupil is being prepared for the re-sit(s) at the Academy

5.2 Transport

- Transporting registered pupils to or from the Academy premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the Academy

5.3 Residential visits

- Education provided on any visit that takes place during Academy hours
- Education provided on any visit that takes place 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
- Supply teachers, covering for teachers who are absent from Academy, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities

- Examination resit(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.

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the Academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- 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
- Transport (other than transport that is required to take the pupil to Academy or to other premises where the LA or governing board has 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 (such as, but not limited to breakfast clubs, after-school clubs, tea and supervised homework sessions)

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
- Transport to and from the activity, where the activity is held off the Academy's premises

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra 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/carers 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.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

6.3 Music tuition

The Academy 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/carer.

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
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the Academy is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the Academy may ask parents/carers for voluntary contributions include:

- Enrichment Academy trips
- Enrichment sporting activities

No child will be excluded from an activity if their parents/carers are unable to pay.

If the Academy is unable to raise enough funds for an activity or a visit, it will be cancelled.

8. Activities the Academy charges for

The Academy will charge for the following activities:

- Enrichment Academy trips, equal to the cost of the provision
- Enrichment sport activities, equal to the cost of the provision
- Music tuition outside of the National Curriculum, equal to the cost of the provision
- Malicious Property damage, equal to the cost of replacement or repair
- Community facility hire, includes an element of utility costs and guarding

For regular activities, the charges for each activity will be determined by the governing board and reviewed in June / July each year. Parents/carers will be informed of the charges for planned enrichment trips and sporting activities well in advance of the event. Community facility hire charges are updated on the Academy website each September.

9. Remissions

In some circumstances, the Academy may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit – (if you apply on or after 1 April 2018, your household income must be less than £7,400 a year after tax and not including any benefits you get)

9.2 Remissions for other activities

Students who are registered with the Academy as Pupil Premium, SGO, LAC, PLAC are able to write a letter to the Associate Principal to request a subsidy with the cost of other activities.

In addition the SENCO team may be aware of particular interests of students, and the SENCO team may approach parents/carers with a view to make arrangements for a subsidy to be applied within the limits of the budget allocation.

10. Monitoring arrangements

The Finance team monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Finance team every year.

At every review, the policy will be approved by the Governing Body.

A. Appendix A - Charges 2023-2024

Lettings

Community Letting Hire of the facilities can be found on the [Academy website](#).

Music lessons

- 20 minute lesson £ 10.14

Academy Damage

This list is not limited to:

- Call out charge, includes first hour £ 65.00
- Additional time to fix, per hour £ 50.00
- Toilet lock Tower £ 44.00
- Toilet lock Maths £ 44.00
- Toilet hinge door Tower £ 37.75?
- Toilet hinge door Maths £ 33.00?
- A computer network socket £ 95.00
- An electrical 2 plug socket plate £ 95.00
- Paint a wall 8ft x 6ft £180.00