

RMET

Charging and Remissions Policy

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Document Change History

Date:	Version:	Description of Changes:
March 2022	1.0	Original policy
September 2023	2.0	Policy rewrite - draft
16 th October 2023	2.0	Policy approved
5 th February 2024	2.1	Inclusion of section 5 – Refunds – policy approved

1. Introduction

1.1. This policy aims to ensure that we:

- 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

2.1 This policy has been developed in accordance with the following legislation/guidance:

- The Education Act 1996
- DfE advice on charging for school activities

3. Statement of Equality

3.1. We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitments to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

4. Charging and Remissions

4.1. Definitions

4.1.1. Charge: a fee payable for specifically defined activities.

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

4.2. Where charges cannot be made

4.2.1. Education

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of:
 - a) The National Curriculum.
 - b) A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - c) 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 school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

4.2.2. Transport

- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Trust or 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 school.
- Transport provided in connection with an educational visit.

4.2.3. Residential Visits

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

4.3. Where charges can be made

4.3.1. Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras.
- Music and vocal tuition, in limited circumstances.
- Certain early years provision.
- Community facilities.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus.

4.3.2. Optional Extras - In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - a) The National Curriculum.
 - b) A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - c) Religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the pupil to school or to other premises where the Local Authority 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 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.
- 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 are unwilling or unable to pay the full charge.
- In cases where a small proportion of the activity takes place during school 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 which is to be charged for.

4.3.3. Music and vocal tuition

- 4.3.3.1. Schools 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.
- 4.3.3.2. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.
- 4.3.3.3. 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.

4.3.4. Residential Visits

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

4.4. Voluntary contributions

- 4.4.1. As an exception to the requirements set out in this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.
- 4.4.2. Some activities for which the school may ask parents for voluntary contributions include school trips and sports activities.
- 4.4.3. 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.
- 4.4.4. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

4.5. Activities we charge for

- 4.5.1. We can charge for activities such as breakfast, afterschool, sports and homework clubs. The charges will be reviewed annually and informed in advance.

4.6. Remissions

4.6.1. In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the Headteacher and will depend on the activity in question.

5. Refunds

5.1. If excess income is received over and above the cost of a trip/activity/event and this exceeds £10 per student a refund will be provided.

6. Monitoring Arrangements

6.1. This policy will be reviewed by the CFO every year.

6.2. At every review, the policy will be approved by the Trust Board.

7. Links with other Policies

7.1. This Charging and Remissions policy is linked to the following policies:

- Finance policy
- Debt recovery policy