



Reach Schools

Charging and Remissions Policy

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Schools to note: This is a Reach Schools policy and should not be modified. Legislation allows schools to charge for certain activities which take place outside school hours. This Reach Schools policy applies to charges made to families/students. There is a separate	



Reach Schools Letting policy which applies to facilities used by private individuals and to third party organisations that rent school premises

Contents

1. Aims	1
2. Legislation and guidance	2
3. Definitions	2
4. Roles and responsibilities	2
4.1 The Board of Trustees	2
4.2 Co-headteachers	3
4.3 Staff	3
4.4 Families	3
5. Where charges cannot be made	3
5.1 Education	3
5.2 Transport	4
5.3 Residential visits	4
6. Where charges can be made	5
6.1 Education	5
6.2 Optional extras	5
6.3 Music tuition	7
6.4 Residential visits	7
7. Voluntary contributions	7
8. Activities we charge for	8
9. Remissions	8
9.1 Remissions for residential visits	8
10. Monitoring arrangements	9



1. Aims

At Reach Schools, we aim 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 be made.

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 449-462 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.

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 Board of Trustees

The Board of Trustees has overall responsibility for approving the charging and remissions policy but can delegate this to the Resources, Audit, and Risk committee.

The Board of Trustees has overall responsibility for ensuring there is monitoring of the implementation of this policy within each school. This has been delegated to the

Co-headteacher within each school who will report to the local governing body on its effectiveness.

4.2 Co-headteachers

The Co-headteachers are 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 headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

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

4.4 Families

Families are expected to notify staff or the headteacher 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 school hours (including the supply of any materials, books, instruments or other equipment);



- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the students family;
- Entry for a prescribed public examination if the student has been prepared for it at the school;
- Examination resit(s) if the student is being prepared for the re-sit(s) at the school.

5.2 Transport

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the governing board or local authority has arranged for students to be educated;
- Transport that enables a student 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.

5.3 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 student is being prepared for at the school
 - Religious education



- Supply teachers to cover for those teachers who are absent from school accompanying students 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 family wishes him or her to own them;
- Optional extras (see below);
 - Music and vocal tuition, in limited circumstances
 - Certain early years provision
 - Community facilities

6.2 Optional extras

We are able to charge for activities known as '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:
 - The national curriculum;
 - A syllabus for a prescribed public examination that the student is being prepared for at the school;
 - Religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;

- Transport (other than transport that is required to take the student to school or to other premises where the local authority or governing board has arranged for the student to be provided with education);
- Board and lodging for a student on a residential visit;
- Extended day services offered to students (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 an individual student will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose families 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 students who do not wish to participate.

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

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's family.

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 student who is looked after by a local authority.

6.4 Residential visits

Schools 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 school is able to ask for voluntary contributions from families to fund activities during school hours which otherwise would not be possible.

Some activities for which the school may ask families for voluntary contributions include school trips and sports activities.

There is no obligation for families to make any contribution, and no child will be excluded from an activity if their families are unwilling or unable to pay.

If the school is unable to raise enough voluntary funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

- Breakfast club;
- Afterschool club;
- Sports clubs.

9. Remissions

In some circumstances the school 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 Co-headteachers and will depend on the activity in question.

9.1 Remissions for residential visits

Families 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £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).

10. Monitoring arrangements

The Chief Financial Officer monitors the processing of charges and remissions and ensures these comply with this policy. The effectiveness of this policy will be reviewed by the Co-headteachers and submitted to the Board of Trustees for approval.