



# Charging and Remissions Policy

This policy was approved and adopted by  
the Local Academy Board  
on 30<sup>th</sup> March 2022

It will be reviewed in Spring 2023



## Policy: Charging and Remissions

Approval date: 23 March 2022

Review date: Spring 2023

## Contents

### [Statement of intent](#)

1. [Legal framework](#)
2. [Charging for education](#)
3. [Optional extras](#)
4. [Voluntary contributions](#)
5. [Music tuition](#)
6. [Transport](#)
7. [Damaged or lost items](#)
8. [Remissions](#)
9. [School trip refunds](#)
10. [Income generation](#)
11. [Freedom of Information Policy and Publication Scheme](#)



## **Policy: Charging and Remissions**

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### **Statement of intent**

Crawley Ridge Infant School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- TAMAT Funding Agreement
- ESFA (2021) 'Academy trust handbook 2021'

This policy operates in conjunction with the following school policies:

- Complaints Procedure
- TAMAT Freedom of Information Policy and Publication Scheme
- TAMAT Scheme of Delegation
- Finance Policy

## **2. Charging for education**

The school will not charge for:

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

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them
- Optional extras, such as school trips
- Music tuition (in certain circumstances)
- Certain early years provision
- Use of community facilities and other commercial activities
- Provision of information within the scope of freedom of information

## **3. Optional extras**

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
  - part of the national curriculum
  - part of RE

- Transport, other than that required to take the pupil to school or to other premises where the LAB has arranged for the pupil to be provided with education
- Extended day services offered to pupils, e.g. breakfast or out-of-school provision
- School trips (voluntary contribution)

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Any admission fees to gain entry to an establishment
- Non-teaching staff (including Teaching Assistants)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate, 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 school will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

#### **4. Voluntary contributions**

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

#### **5. Music tuition**

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either

individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

No charge will be made in respect of pupils who are LAC.

## **6. Transport**

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport
- Transporting registered pupils to other premises where the LAB or LA has arranged for pupils to be educated
- Transport provided for an educational visit that is essential as part of our curriculum (this is different from a school trip which is an addition to the curriculum).

## **7. Damaged or lost items**

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents.

## **8. Remissions**

The school has set aside funds to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the Headteacher by email to [school@cri.tamat.org.uk](mailto:school@cri.tamat.org.uk).

## **9. School trip refunds**

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally. Refunds will be made at the Headteacher's discretion and only where costs can be recovered.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedure.

## **10. Income generation**

In line with the ESFA's '[Academy trust handbook](#)', the trust will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

## **11. Freedom of Information Policy and Publication Scheme**

The school's Freedom of Information Scheme sets out where fees may be charged for the provision of information.