



CAISTOR GRAMMAR SCHOOL CHARGING AND REMISSIONS POLICY

Approved by Full Board of Trustees:

May 2023

Last reviewed:

May 2023

Signed:

Lucy Jackson

Chair of Trustees

1. Aims

Our school 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 be made

1.1 Links with other policies

- AB Aims of the School
- BD Duke of Edinburgh's Award Expedition Policy
- BJ SEN Policy
- CA Equality and Diversity Policy
- CG Student Premium Policy
- ED Complaints Policy
- FC Bursary Policy

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 a committee, an individual Trustee or the Headteacher.

The Board of Trustees also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Finance and Personnel Committee. The monitoring the implementation of this policy has also been delegated to the Finance and Personnel Committee.

4.2 The Headteacher

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

4.3 Staff

Our 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents 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 the school 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 student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(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 Board of Trustees 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 the school can charge for**.

6.1 Education

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

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/board of trustees 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 individual students 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 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 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

The school 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 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
- For a student 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 school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include but are not limited to:

Field trips, theatre trips, sports activities, curriculum workshops, visiting speakers, foreign exchanges, etc.

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

The timing of any voluntary contributions requested (including instalment payments) will be determined so as to ensure that sufficient funds are received to meet any supplier payment due dates **and** cancellation terms and conditions.

8. 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 Board of Trustees and will depend on the activity in question.

8.1 Remissions for residential visits

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

- Universal credit – your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of Pension Credit
- Income-related Employment and Support Allowance
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

9. Activities this school charges for

The school will charge for the following activities:

Activities that are not essential to the national curriculum or prescribed public examination courses. This is made clear on the offer letter that is sent to parents/carers.

For regular activities, the charges for each activity will be determined by the board of trustees and reviewed at the first Finance and Personnel Committee of the academic year.

The timing of any charges contributions requested (including instalment payments) will be determined so as to ensure that sufficient funds are received to meet any supplier payment due dates and cancellation terms and conditions. 10. Monitoring arrangements

The Headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the Finance and Personnel committee.

11. Refunds to parents/carers

Offer letters to parents/carers will make clear which payments are non-refundable, and that signing up to an activity is a commitment to the trip (including future payments).

In the event that a trip/activity as a whole is cancelled, the school will endeavor to recover costs from the supplier/insurers wherever possible, which will only be refunded back to parents/carers upon remittance of the funds from the supplier/insurer.

Refunds will not ordinarily be issued to parents/carers wishing to withdraw their student from a trip/activity. Only in exceptional circumstances will refunds be issued, or where it is possible for another student to easily replace the student being withdrawn from the trip/activity, at no further cost to the school. A change of mind in wishing to attend the trip/activity, or a student choosing to leave the school are examples of circumstances which are not considered exceptional and are not eligible for a refund. Refunds must be approved by the headteacher, following a review of the request with the EVC and Finance Manager. In the event that a refund is issued, consideration must be given to any additional costs incurred to the school or the trip/activity due to the cancellation (such as a higher per student price for an activity due to reduction in student numbers, or an administrative fee charged by a supplier for changing student numbers etc), with the refund issued reduced to reflect any such costs.