



**STAMFORD
PARK TRUST**

Schools Charging and Remissions Policy

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THIS POLICY APPLIES TO: All 11-16 academies within the Trust

OWNER/AUTHOR: Chief Operating Officer/Group Finance Manager

ESTABLISHMENT LEVEL: Trust

APPROVING BODY: Finance & Resources Committee

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RELATED DOCUMENTS/POLICIES:

LEGAL FRAMEWORK/STATUTORY GUIDANCE: Academy Trust Handbook; Education Act 1996; Equality Act 2010

Contents

1.	Introduction.....	3
2.	Policy	3
3.	Education.....	3
4.	Optional Extras	3
5.	Voluntary contributions.....	4
6.	Residential visits- Charges	5
7.	Music tuition	5
8.	Transport to Extra-Curricular Activities.....	6
9.	Loss of/ Damage to School Property	6
10.	Monitoring and Evaluation.....	6

1. Introduction

- 1.1 The aim of the Charging and Remissions Policy is to outline to all academies across Stamford Park Trust's (SPT) policy for charges to pupils/students for supplies or services and eligibility for remission of charges.

2. Policy

- 2.1 The policy has been based on the guidance provided by the Department for Education. Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities, Academies are required through their funding agreements to comply with the law on charging for school activities.

3. Education

- 3.1 SPT cannot charge for:
- An admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process
 - 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 curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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
- 3.2 SPT can charge for:
- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
 - Optional extras (see page below)
 - Music and vocal tuition, in limited circumstances (see point 4)
 - Certain early years provision
 - Community facilities

4. Optional Extras

- 4.1 Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.
Optional extras are:

- Education provided outside of school time that is not:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of 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/governing body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

4.2 In 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, this includes supply teachers engaged specifically to provide the optional extra, and
- The cost, or an appropriate portion 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
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

4.3 Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

5. Voluntary contributions

5.1 When organising school activities, trips or visits which enrich the curriculum and educational experience of the pupils, SPT invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made, a proposed event must be cancelled, unless SPT is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

5.2 Parents/Carers have a right to know how each individual trip is funded. The Trust provides this information on request.

5.3 Parents/Carers will be given reasonable advanced notice of proposed visits/ activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

5.4 Parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

6. Residential visits - Charges

- 6.1 SPT cannot charge for:
- Education provided on any visit that takes place during school hours, or outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- 6.2 SPT can charge for:
- Board, lodging and transport, the charge must not exceed the actual cost.
- 6.3 Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.
- 6.4 Parents who can prove that are receipt of the following benefits will be supported and the costs will be subsidised if requested:
- Income Support
 - Income Based Jobseekers Allowance
 - Income related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - The guarantee element of Pension Credit
 - Child tax Credit (as long as your annual gross income is £16,190 or less and you don't get Working Tax Credit)
 - Universal Credit that you applied for on, or after, 1 April 2018. As long as your household income is less than £7,400 a year after tax, not including any benefits.

7. Music tuition

- 7.1 Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.
- 7.2 The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.
- 7.3 Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.
- 7.4 The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition

Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

8. Transport to Extra-Curricular Activities

8.1 SPT cannot charge for:

- Transporting registered pupils to or from the school premises, where the Local Authority (LA) has a statutory obligation to provide transport.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit.

8.2 Please note should taxis need to be provided by SPT, only taxi firms who have staff with DBS checks in place will be used, and Learners may or may not be accompanied by a member of SPT.

9. Loss of/ Damage to School Property

9.1 Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour.

10. Monitoring and Evaluation

10.1 The local approving body in each academy will monitor the activities arranged and approve as appropriate taking consideration the timing during the academy year, the category of trip it falls under and the cost to the academy. Academy Principals will ensure that their budgets allow for the cost of school activities and the trip organiser will monitor the cost of each activity.