



Charging & Remissions Policy

November 2024

Version Control

Owner	Revision no.	Revision Date	Effective From	Distribution	Approved by	Revision Date
CFO	V2.00	07.11.2024	01.12.2024	Trust wide	FAR Committee	30.11.2025

Version Control

Version	Date	Summary of Changes
V1.00	01.07.2023	Original charging and remissions policy adopted by Aspire Schools Trust
V2.00	07.11.2024	Full review of existing charging and remissions policy following change in CFO

1. Introduction

- 1.1. Our Trust aim is to;
 - 1.1.1. Have robust, clear processes in place for charging and remissions,
 - 1.1.2. Clearly set out the types of activity that can be charged for and when charges will and will not be made,
 - 1.1.3. Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advance of these opportunities.
- 1.2. This policy is based on advice from the DfE on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.
- 1.3. This policy complies with the Aspire School Trust funding agreement and articles of association.

2. Policy Scope & Definitions

- 2.1. This policy applies to all schools with Aspire Schools Trust.
- 2.2. *Charge*: a fee payable for specifically defined activities
- 2.3. *Remission*: the cancellation of a charge which normally be payable.

3. Where charges cannot be made

3.1. Education

- 3.1.1. Admission applications.
- 3.1.2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 3.1.3. Education provided 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, or religious education.
- 3.1.4. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.
- 3.1.5. Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- 3.1.6. Examination re-sits(s) if the pupil is being prepared for the re-sit(s) at the school.

3.2. Transport

- 3.2.1. Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport.
- 3.2.2. Transporting registered pupils to other premises where the governing board of LA has arranged for pupils to be educated.
- 3.2.3. Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- 3.2.4. Transport provided in connection with an educational visit.

3.3. Residential Visits

- 3.3.1. Education provided on any visit that takes place during school hours.
- 3.3.2. 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, or religious education.
- 3.3.3. Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

4. Where charges can be made

4.1. Education

- 4.1.1. Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them.
- 4.1.2. Optional extras.
- 4.1.3. Music and vocal tuition, in limited circumstances.
- 4.1.4. Certain early years provision.
- 4.1.5. Community facilities.
- 4.1.6. 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 the syllabus.

4.2. Optional Extras

- 4.2.1. The Trust can charge for providing materials, books, instruments or equipment that are deemed to be 'optional extras'.
- 4.2.2. These include;
 - 4.2.2.1. Education provided outside of school time that is not part of the National Curriculum, a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or religious education.

- 4.2.2.2. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- 4.2.2.3. Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education).
- 4.2.2.4. Board and lodging for a pupil on a residential visit.
- 4.2.2.5. Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).
- 4.2.3. When calculating the cost of optional extras, an amount may be included in relation to;
 - 4.2.3.1. Any materials, books, instruments or equipment provided in connection with the optional extra.
 - 4.2.3.2. The cost of buildings and accommodation.
 - 4.2.3.3. Non-teaching staff.
 - 4.2.3.4. Teaching staff engaged under contracts for services purely to provide optional extra (including supply teachers engaged specifically to provide the optional extra)
 - 4.2.3.5. The cost, or an appropriate proportion of costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- 4.2.4. 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.
- 4.2.5. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.
- 4.2.6. In cases where a small proportion of activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.
- 4.2.7. Parental agreement is necessary for the provision of an optional extra that is charged for.

4.3. Music Tuition

- 4.3.1. 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/carer.
- 4.3.2. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

- 4.3.3. Charges cannot be made if the teaching is an essential part of the National Curriculum, the teaching is provided under the first access to KS2 instrumental and vocal tuition programme, or for a pupil who is looked after by the LA.

4.4. Residential Visits

- 4.4.1. The Trust reserves the right to charge for board and lodging on residential visits, but the charge may not exceed the actual cost.

5. Voluntary Contributions

- 5.1. As an exception to the requirements set out in Section 3 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.
- 5.2. There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.
- 5.3. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

6. Breakages to School Property

- 6.1. The Trust reserves the right to seek reparation from parents/carers where children cause breakages or damage to school property at any time of day, in and out of school terms.

7. Lettings

- 7.1. Schools are allowed to provide facilities that can be used by the local community.
- 7.2. Schools can charge for the use of their facilities, with the intention of generating surplus funds, providing those funds are spent on the charitable objectives of the school or to reinvest in community facilities.
- 7.3. The scale of charges will be determined by each school and covered under a separate charges document and in line with the Trust lettings policy.
- 7.4. Lettings fees are subject to annual review.

8. Remissions

- 8.1. In some circumstances the school may not charge for items or activities detailed under Section 4. This will be at the discretion of the school.
- 8.2. In certain circumstances, there may be cases of family hardship or financial difficulty that make it difficult for pupils to take part in activities to which charges have been applied. When charging for activities, schools within the Trust may invite parents/carers to apply in confidence for the remission of the charges, in part or in full.

9. Policy Implementation, Monitoring and Review

9.1. The policy will be subject to an annual review by the FAR Committee.

9.2. Material changes (that is a significant change to the meaning of the policy) will be communicated to the Board of Trustees.

9.3. The CEO is responsible for ensuring implementation of the policy.

9.4. The CFO is responsible for ensuring compliance and understanding across the Trust.

9.5. The Head Teachers and those with budget holder responsibilities are responsible for ensuring compliance and understanding within their individual school settings.

9.6. All staff are responsible for ensuring compliance within their respective workplaces where applicable, i.e. budget management.

9.7. Parents/Carers are expected to notify staff or the Headteacher of any concerns or queries regarding the policy.