



# Charging and Remissions Policy

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# Charging and Remissions Policy

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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.

## 1. There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That schools may invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

## 2. Responsibilities

The Board of Trustees (Finance and Audit and Risk Committee) are accountable for the provision of the Charging and Remission Policy. The Headteacher is responsible for the operational management and implementation of the Charging and Remissions Policy. In addition, the Headteacher has the authority to consider special circumstances. The Deputy Head Teacher are responsible for supporting the Headteacher in the application and management of this policy. All staff, including non-teaching staff, have a responsibility to have a working knowledge of this policy, and to ensure that all working practices are compliant.

## 3. Optional visits wholly or mainly outside school hours

It is the intention of our Schools to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfill statutory duties relating to the National Curriculum or to religious education. The cost will include all elements of the visit and where appropriate may be subsidised by the school.

## 4. Visits wholly or mainly during school hours

It is the intention of the School to invite voluntary contributions towards the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil

statutory duties relating to the National Curriculum or to religious education.

The effect of the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution may lead to certain visits becoming unviable. Adequate notice will be given if a visit is cancelled.

## 5. Free School Meals Statement

It is our intention to support families in financial hardship as much as we possibly can. Although the government now provides universal free school meals for children in Key Stage One, those on low incomes still need to register with the Local Authority. We would encourage all parents/carers in such circumstances to speak to the school office and register for Free School Meals with the Local Authority at <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-meals/>. This not only allows the family concerned to benefit from the subsidies for school visits, as set out below; it also allows the school to apply for additional 'Pupil Premium' funding to support disadvantaged children.

## 6. School Clubs

The school wishes to offer as many after-school enrichment activities as possible. We hope to offer a range of activities, using school facilities and staff and parents, which are free of charge. Where external providers are needed to meet demand not met by school staff and parents, we will organise these activities on the basis that these would be chargeable at cost. Subsidies for children in receipt of Free School Meals will be available on request.

## 7. Before and After School Clubs (such as Breakfast Clubs)

Where a school provides 'wrap around' childcare outside of school hours which does not provide any part of the National Curriculum, the school will make a charge for this provision.

## 8. Board and lodging charges on residential visits

It is the intention of the school to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours.

### Where the parents are in receipt of:

- 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 the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

the board and lodging charges must be remitted, and this cost will be met from within the School's funds, ie for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).

Voluntary contributions may be requested for transport, insurance, admission charges, activities etc incurred during residential trips.

No child will be disadvantaged if their family is unable to make a voluntary contribution, however the school will need to assess if the trip is viable. The school may set aside monies to cover any deficits.

## 9. Individual tuition in the playing of a music instrument

Music tuition by a teacher employed by the School during school hours will not incur charges. Parents are required to meet the cost of all other music tuition, including sheet music and the rental of equipment where the tuition is provided at the request of the pupil's parent. Where the child is looked after by the Local Authority, no charges will be made.

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.

## 10. Charges for ingredients, materials and equipment

Schools must be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, can be encouraged to do so on a voluntary basis.

## 11. Transport to school

There is no charge for transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport. Similarly, transporting registered pupils to other premises where the school or the Local Authority has arranged for pupils to be educated will not incur a charge. Transport provided for an educational visit will not be charged for however parents may be invited to make a voluntary contribution.

## 12. Damage to school property

If children have damaged / destroyed or lost school property e.g. reading books or electronic equipment, parents/carers may be asked to pay for its replacement.

## 13. Recovery of unpaid charges

Please refer to our school debt policy.

## 14. School Meals Debt

fully understand the impact the current cost of living crisis is having on our families and will work with families to resolve any school meals debt on an individual basis. Please refer to our school debt policy.

## 15. Monitoring and review

This policy is reviewed annually by Kernow Learning or in line with any statutory or DfE guidance or changes to the Academies Financial Handbook. For all monitoring of policies, we adopt a rigorous and reflective approach. We consider multiple perspectives on the effectiveness and success of the policy and procedures in question, incorporating the views of stakeholders. An Equality impact assessment is undertaken to ensure that there is no potential for any discrimination, adverse impact in relation to protected characteristics or any conflict with the Trust's values.

## Definitions

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

The most important definition concerns **whether an activity takes places within, or out of, school hours.**

If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.