



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## CHARGING AND REMISSIONS POLICY

<b><i>Responsible Board/Committee</i></b>	Academy Trust Board
<b><i>Policy Type</i></b>	Central Policy (Group A)
<b><i>Policy Owner</i></b>	Finance
<b><i>Statutory</i></b>	Yes
<b><i>Publish Online</i></b>	Yes
<b><i>Last Review Date</i></b>	December 2024
<b><i>Review Cycle</i></b>	Annual  This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will become non- applicable once the updated version has been approved.
<b><i>Next Review Date</i></b>	December 2025
<b><i>Version</i></b>	1

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### 1. Aims

Our schools aim 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 and will not be made
- › Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

### 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 to 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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 AT board

The AT board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The AT board also has overall responsibility for monitoring the implementation of this policy.

### 4.2 Headteachers

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

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 school 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.

### 4.5 Payment

Our schools are completely cashless and therefore any charges from the school will be requested on their chosen payment platform (e.g. ParentPay, School Gateway). Cash will not be accepted for these payments.

## 5. Where charges cannot be made

Below we set out what we **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 pupil is being prepared for at the school
  - 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

## 5.2 Transport

- › Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- › Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- › Transport that enables a pupil 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 pupil is being prepared for at the school
  - Religious education
- › Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## 6. Where charges can be made

Below we set out what we **can** charge for:

There is no charge for admissions. For the selective schools within the Trust, there is no charge to sit the schools' entrance tests.

### 6.1 Education

- › Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- › Optional extras (see section 6.2)
- › Music and vocal tuition, in limited circumstances (see section 6.3)
- › Certain early years provision
- › Community facilities
- › 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 a syllabus

## 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 pupil is being prepared for at the school
  - 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 or governing board has 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 (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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils 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 pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Where a trip is organised by an external agent or operator, who may require a non-refundable deposit from the school any student deposit paid will also be non-refundable (to the value of the deposit charged by the organiser), unless the school is able to obtain a refund. In calculating costs of trips, any late withdrawal may impact the charges to other students. Consequently, in the event of a late withdrawal from a trip, the school reserves the right to withhold any payments made towards such trip, unless a replacement can be found or the cost impact to other students or the school is nil. The school also reserves the right to charge the administration fee in such cases.

### 6.3 Music tuition

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.

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 pupil who is looked after by a local authority

### 6.4 Residential visits

We can charge for board, lodging, travel and activities (outside of school hours) 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 which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Sports Fixtures

**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.

## 8. Activities we charge for

The school will charge for the following activities:

- Peripatetic music lessons
- Extra-curricular school trips
- Performances – where the school puts on a performance or show that is undertaken out of school hours, which includes students, a charge may be made for the event.
- Cost of ingredients, materials, etc – school have a right to access a full curriculum entitlement in terms of practical activities, regardless of ability to pay. Parents/carers may make a voluntary contribution to these costs.
- Damage to property and breakages – where school property has been wilfully damaged by a student or parent/carer the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

## **9. 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 governing board and will depend on the activity in question.

## **10. Monitoring arrangements**

The Head of Finance (AT) monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Head of Finance (AT) annually.

At every review, the policy will be approved by the AT Board.

## **11. Voluntary contributions**

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **12. Inability or unwillingness to pay**

The Trust is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.