



**CARLTON**  
ACADEMY TRUST

# **Carlton Academy Trust**

## **Charging and Remissions policy**

**Approved on behalf of Trustees**

**Gareth Logan**

**Date:**

**July 2022**

**Next Review Date:**

**July 2023**

## **Policy Aims**

- Define robust, clear processes for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

## **Roles and Responsibilities**

Trustees have overall responsibility for approving this policy, as well as monitoring the implementation of its' provisions. Heads of School are responsible for ensuring staff are familiar with the policy, and is its' provisions consistently applied.

## **When Charges Can't Be Made**

Charges can't be made in the following circumstances:

- An admission application to any state funded school
- 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 or part of a syllabus for a public examination that the student is being prepared for at the school, or part of religious education
- Instrumental or vocal tuition for students learning individually or in groups, unless the tuition is provided at the request of parents/carers
- Entry for a public examination if the student has been prepared for it at the school
- Examination re-sits if the student is being prepared for the exam at the school.

## **When Charges Can Be Made**

Charges can be made in the following circumstances:

- Any materials, books, instruments, or equipment, where the child's parent/carer wishes to own them
- Optional Extra's (see below)
- Music and vocal tuition (in limited circumstances – see below)
- Specific early years provision
- Use of community facilities/lettings

## **Optional Extras**

Where an optional extra is being provided, a charge can be made. Optional extras comprise:

- Education provided outside of school time that is not part of the national curriculum, not part of provision for a public examination that the student is being prepared for at the school, or part of Religious Education.
- Examination entry fees if the student has not been prepared for the examination/s at the school



- Transport other than transport that is required to take students to school or to other premises where the local authority/governing body have arranged for the student to be provided with education.
- Board and lodging for students on a residential visit
- Extended day services offered to students such as breakfast club, after-school clubs, tea, and supervised homework sessions

In calculating Optional Extras, the following may be included as part of the cost:

- Materials, books, instruments, or equipment provided in connection with the optional extra
- Buildings/accommodation
- Pay for non-teaching staff
- Teaching staff engaged under contracts to provide an Optional Extra, including supply teachers engaged specifically for that purpose
- The cost/appropriate proportion of the costs for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition

Any charge must not exceed the actual cost of providing the activity, divided by the number of students participating. It must not include an element of subsidy for any other students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Participation in any Optional Extra must also be based on parental/carer choice and their willingness to meet the charges.

### **Voluntary Contributions**

Schools may request voluntary contributions to fund a school activity, which must adhere to the following guidelines:

- Make clear to parents/carers at the outset when an activity cannot take place without voluntary contributions.
- Make clear there is no obligation to make a contribution
- No child will be excluded from an activity because a contribution has not been made
- Not place parents/carers under undue pressure or coercion to make a contribution

### **Music Tuition**

Music tuition is the only time when charges can be made for activities occurring during school hours, provided the request has been made from parents/carers. Charges must not exceed the total cost of provision. Charges may not be applied where:

- It is part of the National Curriculum
- It is provided under the First Access to the Key Stage Instrumental and Vocal Tuition Programme.
- Tuition is provided to Looked After Children

## **Transport**

Schools cannot charge for:

- Transporting students to or from the school premises, where the school has a statutory obligation to provide transport
- Transporting students to other premises where the school has arranged for them to be educated.
- Transport that enables a student to meet an examination requirement for a qualification they have been entered by the school
- Transport provided in connection with an educational visit.

## **Residential Visits**

Schools can make charges for residential visits, but they must not exceed the total costs incurred divided equally across all students.

Schools must not charge for:

- Any visit that takes place during school hours
- Any visit that takes place outside school hours where part of the National Curriculum, examination that the student is being prepared for at the school, or religious education
- Supply teachers covering for absent teachers on a residential visit.

## **Education Taking Place Partly During School Hours**

Charges may be made for activities where more than 50% of time spent on the activity is outside of school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours, and school hours do not include the break in the middle of the day.

However, charges cannot be made where the activity is part of the National Curriculum, an examination that the pupil is being prepared for at the school, or religious education.

## **Parents/Carers Receiving Benefits**

When informing parents/carers about a visit, schools should make it clear that those who are in receipt of certain benefits will be exempt from paying this cost. These benefits are:

- 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, and the family's income is less than £7,400 per year – after tax and not including any benefits)

**Other**

The school reserves the right to charge for breakages, repairs, or replacements because of wilful damage or negligence caused by a student.