



# CHARGING AND REMISSIONS POLICY

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## 1. Aims

Peterborough Diocese Education Trust (the Trust) aims 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 be made.

## 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 449-462 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.

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 Board of Directors

The Board of Directors (the Board) have overall responsibility for approving the charging and remissions policy, but can delegate this to the Business & Finance Committee (the Business & Finance Committee), which is a committee of the Board.

The Business & Finance Committee have overall responsibility for monitoring the implementation of this policy and will report breaches to the Board.

### 4.2 Academy Headteachers

Academy Headteachers (Headteachers) are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Headteachers are responsible for notifying the Trust's Director of Business and Finance (Director of Business & Finance) of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Headteachers are responsible for reporting any breaches of this policy to the Trust's Business & Finance Committee via the Director of Business & Finance.

#### **4.3 Staff**

All 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 Trust's Central Team will provide Headteachers, Business Managers and Bursars 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.

### **5. Where charges cannot be made**

Below we set out **what a PDET academy cannot charge for**:

#### **5.1 Education**

- Admission applications.
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside academy 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 academy.
  - 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/carer.
- Entry for a prescribed public examination if the pupil has been prepared for it at the academy.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy.

#### **5.2 Transport**

- Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport.

- Transporting registered pupils to other premises where the academy 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 academy.
- Transport provided in connection with an educational visit.

### **5.3 Residential visits**

- Education provided on any visit that takes place during academy hours.
- Education provided on any visit that takes place outside academy 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 academy.
  - Religious education.
- Supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a residential visit.

## **6. Where charges can be made**

Below we set out **what a PDET academy can charge for**.

### **6.1 Education**

- Any materials, books, instruments or equipment, where the child's parent / carer wishes him or her to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances.
- Certain early years provision.
- Community facilities.

### **6.2 Optional extras**

A PDET academy is able to charge for activities known as 'optional extras'. In these cases, the academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of academy 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 academy.
  - Religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy.

- Transport (other than transport that is required to take the pupil to the academy or to other premises where the local authority / academy has arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit, the charge must not exceed the actual cost.
- 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 / carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during academy hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

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

Fees for activities noted in this section (section 6) must be received in advance of the activity taking place, save for exceptional circumstances.

### **6.3 Music tuition**

A PDET academy 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.

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.
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by a local authority.

## 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the academy is able to ask for voluntary contributions from parents / carers to fund activities during academy hours which would not otherwise be possible.

Some activities for which the academy may ask parents / carers for voluntary contributions include:

- Trips
- Sports activities

**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.** If the academy is unable to raise enough funds for an activity or visit then it will be cancelled and any monies returned to parents/carers.

## 8. Additional activities a PDET academy could charge for

In addition to those activities noted in section 6, PDET academies will charge for the following activities:

- Breakfast club
- After school club

These charges are made to ensure the academy does not subsidise the activity from its general annual grant funding, unless there is a good reason to do so.

For regular activities, the charges for each activity will be determined by the Headteacher and reviewed each year.

## 9. Remissions

In some circumstances the academy 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 Headteacher and will depend on the activity in question.

### 9.1 Remissions for residential visits

Academies will make it clear that parents / carers of children who are registered as being eligible for Free School Meals will be exempt from paying

the cost of board and lodging. A list of benefits to which this applies can be found [here](#)

#### **10. Education partly during academy hours**

Academies will follow the guidance and examples from the Department for Education (DfE) on [charging for school activities](#)

#### **11. Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Business & Finance Committee every year. Following every review, the policy will need to be approved by the Board.

For all activities noted in sections 6 and 8, PDET academies require payment in advance of the activity taking place, save for exceptional circumstances. This protects the Trust from the risk of non-payment and ensures activities continue to run for the benefit of all pupils.

Debts arising from any activity will be pursued in accordance with the Debt Recovery Policy. A copy of the policy can be found [here](#)