



Charging & Remissions Policy

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member schools. Based upon our shared ethos and our values of wisdom, collaboration, respect, integrity, inclusivity, and compassion, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Version	Approval Level	Document History	Date	Review Period
V1	Trust Board - Finance & Audit Committee	Approved	22/06/2022	Annual
V2	Trust Board - Finance & Audit Committee	<ul style="list-style-type: none"> • Wording re not limiting access to the curriculum added to Sect 1, Para 2. • Wording re not forming part of the national curriculum added to Sect 8. 	06/09/2022	
V2	Trust Board – Finance & Audit Committee	Approved	03/10/2022	Annual
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V4	Trust Board – Finance, Audit & Risk Committee	Reviewed. No Change. Approved.	08/10/2024	Annual

Introduction

Embrace Multi Academy Trust recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

Our schools aim to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the trust and as additional optional activities and believe that no child should have their access to the curriculum limited by charges.

1. Aims

The aim of this policy is to clearly set out the types of activities that can be charged for, when charges will or will not be made, the circumstances under which voluntary contributions will be requested from parents/carers and what support is available to parents on low incomes and /or in receipt of benefits.

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

5.1 The Board of Trustees

The board of trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the trust leader. Responsibility for approving the policy has been delegated to the finance, audit and risk committee.

The board of trustees also has overall responsibility for monitoring the implementation of this policy. Monitoring the implementation of this policy has been delegated to the finance, audit and risk committee.

5.2 Headteacher

The headteacher is responsible for ensuring that staff are familiar with the charging and remissions policy, that it is being applied consistently and that there is a link to this policy on the school's website.

5.3 Staff

Staff are responsible for:

- i. Implementing the charging and remissions policy consistently

- ii. 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.

5.4 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

The trust cannot charge for the following:

5.1 Education

- i. An admission application to any trust school (paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process).
- ii. Education provided **during** school hours (including the supply of any materials, books, instruments, or other equipment).
- iii. 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.
- iv. 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.
- v. Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- vi. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parent / carer.

6.2 Transport

- i. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- ii. Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- iii. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- iv. Transport provided in connection with an educational visit

6.3 Residential Visits

- i. Education provided on any visit that takes place **during** school hours
- ii. 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.
- iii. Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges CAN be made

The trust **can** charge for the following:

6.1 Education

- i. Any materials, books, instruments, or equipment that the child's parent / carer wishes them to own, including the cost of any item made by the child, eg cookery, pottery or craft which parents wish to purchase.
- ii. Certain early years provision
- iii. Community facilities
- iv. 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

The trust is 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:

- i. Education / activities provided **wholly outside** of school time or **mainly outside** of school time (ie 50% or more occurs 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.
- ii. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- iii. Transport (other than transport that is required to take the pupil to school or to other premises where the trust board or local authority has arranged for the pupils to be provided with education)
- iv. The cost of board and lodging for a pupil on a residential visit

- v. Extended day services offered to pupils (such as breakfast clubs, after-school clubs, and supervised homework sessions)
- vi. Breakages and replacements due to damage caused wilfully or negligently by pupils.

6.3 Calculating the cost of optional extras

When calculating the cost of optional extras, the amount may be included in relation to:

- i. Any materials, books, instruments, or equipment provided in connection with the optional extra
- ii. The cost of buildings and accommodation
- iii. Travel
- iv. Entrance fees
- v. Insurance costs
- vi. Non-teaching staff costs
- vii. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- viii. 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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

6.4 Music Tuition

- i. Music and vocal tuition which is provided either individually or to groups of any size at the request of the pupil's parent / carer, as set out in The Charge for Music Tuition (England) Regulations 2007.
- ii. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

- iii. Charges cannot be made if:
 - The teaching is an essential part of the National Curriculum
 - The teaching is provided under the first access to the Key Stage 2 instrument and vocal tuition programme
 - The pupil is looked after by a local authority.

7. Voluntary Contributions

As an exception to the requirements set out in section 6 of this policy, the trust can ask for voluntary contributions from parents / carers if an activity, such as school trips or sports activities that do not form part of the national curriculum, cannot be funded without these contributions. There is no obligation for parents / carers to make any contribution, and no child will be excluded from an activity if their parents are unwilling to pay. If insufficient voluntary contributions are raised to fund an activity or visit, then it may be cancelled at the headteacher's discretion.

This will be made clear at the outset of the activity or trip, using the following statement or similar:

'We are seeking a voluntary contribution from parents for this educational activity. Your child will not be excluded due to an inability to pay. However, in the event of this activity not being viable due to insufficient funds, the activity may have to be cancelled.'

8. Remissions / Support for Families on Low Incomes

Parents/carers who can prove they are in receipt of the following payments will, in addition to having a free school meal entitlement, also be entitled to the remission of charges for residential visits and activities:

- i. Income Support
- ii. Income-based Jobseeker's Allowance
- iii. Income-related Employment and Support Allowance
- iv. Support under Part VI of the Immigration and Asylum Act 1999
- v. The guaranteed element of State Pension Credit
- vi. Child Tax Credit (provided that parents / carers are not also entitled to Working Tax Credit and the family's annual, gross income does not exceed £16,190)
- vii. Working Tax Credit run-on (paid for 4 weeks after parents / carers stop qualifying for Working Tax Credit)
- viii. Universal Credit (if parents / carers applied on or after 1 April 2018 their household income must be less than £7,400 a year, after tax and not including any benefits received).

Support for families on a low income may be available and we encourage a confidential discussion with your child's headteacher in the first instance.