



Charging and Remissions Policy



Policy	Charging and Remissions Policy
Date of review	January 2024
Date of next review	January 2027
Lead professional	Chief Financial Officer
Status	Statutory

1. Introduction

The Directors recognise that it is the right of every student in an academy trust to receive a free education. However, there are circumstances where charges can be applied. This document outlines Trinity Multi-Academy Trust's policy on what charges can be levied for activities, what remissions will be applied and the circumstances in which voluntary contributions will be requested from parents/carers.

2. Activities that cannot be charged

An academy **cannot** make a charge for the following:

- An admission application to any state-funded school – paragraph 1.9 (n) of the 'School Admissions Code 2021' rules out requests for financial contributions during any part of the admissions process.
- Education provided during academy hours (including the supply of any materials, books and/or instruments to provide that education).
- Education provided outside academy hours if it is part of the national curriculum; this is not restricted to learning outside the classroom experiences that are specifically subject based (for example Geography fieldwork). This also includes activities designed to fulfil requirements under the national curriculum 'inclusion statement' or part of a syllabus for

a prescribed public examination that the student is being prepared for at the academy, or part of religious education.

2. Activities that cannot be charged (continued)

- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent.
- Entry for a prescribed public examination, if the student has been prepared for it at the academy.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the academy.
- Transport when:
 - Transporting registered students to or from academy premises, where the local education authority has a statutory obligation to provide transport.
 - Transporting registered students to other premises where the Governing Body or local authority has arranged for students to be educated.
 - Transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the academy.
 - Transport provided in connection with an educational visit.

3. Charging for academy activities

A Principal will consider asking parents/carers to meet the costs of activities detailed below. In all cases the charge shall not exceed the actual cost of providing the activity/materials.

- Educational trips and residential visits – transport, board and lodging.
- Music and vocal tuition – where students undertake peripatetic instrumental or vocal tuition above the national curriculum requirements and at the parents' request. These may be individual or small-group lessons.
- Examinations – where a student has failed for no good reason or withdraws from an examination without the agreement of the academy, a charge will be made. The Governors reserve the right to charge for the re-sitting of exams or modules.
- Non-educational trips – as an 'optional extra' that is **not** part of the National Curriculum. Parents should be aware that the trip may be cancelled if there are insufficient students to make the trip viable.
- Damage or loss to academy or trust property – a charge to parents/carers will be made when damage or loss of property occurs through wilful and negligible behaviour of their child. The charge will not exceed the actual cost to replace or repair.

3. Charging for academy activities (continued)

- Equipment, books, materials and instruments which the parent/carer wishes to have ownership over. This includes materials used in practical subjects, where parents wish to own the finished product.
- Replacement equipment or educational materials (e.g. Planner, uniform items), where the child has lost or broken materials supplied by the academy.
- Extracurricular clubs or after/out of school clubs. Charges for equipment, materials, or to employ an external provider to deliver these clubs, will be made. This will cover the cost of providing the provision.

Any charges will be made after communication with parents/carers and will not exceed the cost of the provision. Costs will be proportional to each student.

Activities should not commence until parent/carer confirmation has been received.

The Principal and Senior Leader budget holders in each academy are delegated with the authority to subsidise some, or all, of the above charges at their discretion.

Principals and Senior Leaders have delegated authority to review all new activities that the academy engages in. They are responsible in assessing the cost benefit analysis and ensure all overheads will be recovered prior to engagement and that it fits with the academy budget and resources available.

4. Remissions

In order to remove financial barriers from disadvantaged students, some activities and visits where charges can be made will be offered at zero or a reduced charge to parents/carers 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

4. Remissions (continued)

- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £19,995 annually reviewed by Government) <https://www.gov.uk/government/publications/rates-and-allowances-tax-credits-child-benefit-and-guardians-allowance/tax-credits-child-benefit-and-guardians-allowance>
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credits.

Other exceptional cases not falling within the criteria listed above will also be considered.

As an indicator of reducing the cost of a trip, the trust invites parents/carers to approach the relevant academy. Conversations will be discussed in the strictest confidence and informed back to the applying parent/carer. The academy will aim to reduce the cost of a trip/visit by up to 33% if the parent/carer is in receipt of any of the above benefits or the child is registered as a Pupil Premium (PP) or Free School Meal (FSM) student. The final decision for these reductions is delegated to the Senior Leader who holds the relevant budget, upon receipt of all the trip/visit information.

For students registered as Children Looked After (CLA) or Special Guardianship Order (SGO); the academy will aim to reduce the cost of a curriculum enhancing trip/visit by up to 50%. It is also accepted that, due to certain external policies, it can take longer for trip funding to appear through the social services route, so these specific students and their parents/carers are granted extended deadlines to make payment where necessary.

5. Charging for External Support

The trust, or an academy within it, can make a charge to cover costs of providing external support to other trusts, academies and schools upon request. The charges will not exceed the actual cost of providing the support but will include all charges required to provide the support. All costs to create the required support such as administration, the development and implementation of the support will be covered by the agreed charge prior to commencement.

The Principal for each academy is responsible for ensuring the academy includes all costs within the agreed charge and also that the academy is not impacted negatively due to the offer of school to school support.

5. Charging for External Support (continued)

Where the academy has nursery facilities a charge is made to parents/carers for childcare hours over and above the statutory arrangements for 15/30 hours free childcare. Payment is made via standing order, direct debit or BACS and the trust has arrangements under the Childcare voucher scheme through payroll, as required.

6. Complaints

For parents/carers who are unhappy at any charging or remissions made under this policy, they should speak to the relevant academy's nominated officer (usually a Senior Leader or the Principal) in the first instance who is responsible for the specific trip, visit, tuition or materials. If agreement cannot be reached amicably, each academy has a Complaints Policy on their website to advise the next steps in the process.