



Red Kite Schools Trust

Achieving Excellence

Charging and Remissions Policy

July 2019

1 Introduction and Aims

The law states very clearly that education provided during normal school hours must be free of any compulsory charge to parents. The law also recognises charges may be made to parents for 'optional extras' in certain defined circumstances – provided that there is a policy in place which clearly identifies the activities for which charges will be made and which explains the basis on which charges may be reduced or waived for certain pupils.

Schools are also permitted to ask parents for voluntary contributions. Trustees of Red Kite Schools Trust recognise that many educationally valuable activities which contribute to a broad and balanced curriculum are dependent on financial contributions in whole or in part from parents. Trustees aim to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

This policy aims to:

- set out very clearly the process the Red Kite Schools Trust has put in place for charging and remissions in its schools
- set out the types of activity that can be charged for and when charges will be made
- set out the Trust's approach to asking for voluntary contributions

2 Legislation and guidance

This policy is based on guidance from the Department for Education (DfE) on [Charging for School Activities \(May 2018\)](#) 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.

3 Definitions

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| Charge: | a payment for specifically defined activities which the Trust is entitled to levy in certain circumstances. |
| Voluntary contribution: | a payment which parents may be asked for to cover the cost of certain optional activities. |
| Remission: | the full or partial cancellation of a charge which would normally be payable. |
| Donation: | a payment made freely to the school for which nothing is expected to be received in return. |

4 Roles and responsibilities

Trustees

Trustees are responsible for approving, reviewing and monitoring this policy at Trust level.

Executive Headteacher

The Executive Headteacher is responsible for ensuring academies are familiar with the policy and for monitoring its implementation.

Local Governors

Local governors are responsible for monitoring the implementation of the policy at academy level.

Academy Headteachers

The Headteacher of each Academy is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being implemented consistently.

Staff

Staff in each Academy are responsible for:

- Implementing the Charging and Remissions Policy consistently.
- Notifying their Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The Trust Senior Leadership Team will provide staff with appropriate training if necessary in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or their Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

5 Charges

Parental agreement is necessary for the provision of an optional extra which is to be charged for. There are clear rules on what schools can and cannot charge for. For clarity, these are set out below.

| Charges cannot be made for: | Charges can be made for: |
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| Admission applications | |
| Education provided during school hours (including the supply of any materials, books, instruments or other equipment) | Any materials, books, instruments or equipment where the child's parents wishes him/her to own them |
| Education provided outside school hours that is: <ul style="list-style-type: none"> a) Part of the national curriculum or religious education b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school | Optional extras (see table below) |
| Instrumental or vocal tuition which is not provided at the request of the parent | Music and vocal tuition, provided individually or to groups of any size, 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 | Failure of a pupil, without good reason, to meet any examination requirement for a syllabus |
| Examination re-sits if the pupils is being prepared for the re-sits at the school | |
| The following Early Years provision: <ul style="list-style-type: none"> a) the 15-hour entitlement for parents of three- and four-year-olds (the universal entitlement); And, for families meeting DfE eligibility criteria: b) the 15-hour entitlement for the most disadvantaged two-year-olds: | Early Years sessions for 2-4-year olds, when in addition to those provided through the funded entitlement. |

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| c) the 30-hour entitlement for working parents of three-and four-year-olds (the extended entitlement). | |
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Optional extras are defined as:

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| Education provided outside school hours that is not: a) Part of the national curriculum or religious education b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school |
| Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school |
| Transport that is not required to take the pupil to school or to other premises where the governing body or Trustees have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions). |

When calculating the cost of optional extras, amounts are 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 for optional extras will not:

- exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating;
- 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;
- include the cost of alternative provision for those pupils who do not wish to participate in cases where a proportion of the activity takes place during school hours.

6 Voluntary Contributions

Nothing in legislation prevents a school from asking for voluntary contributions for the benefit of the school or any school activities. Many extra-curricular activities are only made possible through parents' willingness to make voluntary contributions to defray the cost. Such activities include many of the educational visits which take place during school time. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset together with the fact that there is no obligation to make any contribution. It is important to note that no child will be excluded from participating in an activity on the grounds that parents cannot or will not make such a contribution. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled, unless it is a requirement of the curriculum of a public examination course. This will be made clear to parents at the outset.

7 Donations

Donations are completely separate from voluntary contributions. Individual academies may ask parents to consider making a donation to the school, either as a one-off or on a regular basis. The academy must make it clear to parents that this is entirely a matter of personal choice and that no pupil will be either advantaged or disadvantaged should their parents choose to make a donation to the school.

8 Educational Visits

| Type | Description | Basis of funding |
|------|--|--|
| A | Those taking place largely or entirely during the school day and which may be part of the national curriculum or a public examination course | Voluntary contribution |
| B | Those which take place largely or entirely outside school time | Charge |
| C | Residential visits taking place largely or entirely during school time | Charge for board and lodgings and voluntary contribution for remainder |

Where places on an educational visit are limited and the visit is oversubscribed, places will be allocated by ballot.

9 Other Activities

Materials, textbooks and equipment

Where a pupil or parent wishes to retain items produced as a result of art, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, parents are asked to supply ingredients. Textbooks are provided free of charge, but where additional revision guides and/or materials are made available by departments, or where a pupil needs his or her own copy to annotate, in GCSE English Literature for example, a charge will be made.

Music Tuition

A charge will be made for music tuition if the teaching is not an essential part of either the curriculum or a public examination specification being followed by the pupil and if it has been requested by the pupil's parent(s). Parents are invoiced for such tuition by the individual peripatetic teacher concerned. This financial agreement is between the parent and the teacher and does not involve the Trust.

Examination Entries and Re-sits

A charge will be made for:

- Examination entries where the school has not prepared the pupil for the examination.
- Examination entries where the school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered. In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.
- Pupils choosing to re-sit an examination or in the case of a re-sit where the pupil is not being prepared for it at school.
- Where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee or where a pupil fails to turn up to sit an examination.

Extended Day Services

The Trust will levy a charge for Breakfast Club and may also do so for After School Clubs.

Charges for Pre-School/Nursery

Early Years settings within the Trust may charge for meals and snacks as part of a free entitlement place, and they can also charge for consumables such as nappies or sun cream and for services such as trips and musical tuition. Any such charges will be voluntary for the parent.

Where a school offers Early Years sessions for 2-4-year olds in addition to those provided through the funded entitlement, the Trust will levy a charge for these sessions. Full details of charges and payment procedures will be available from the school. Fees are always payable in advance at the beginning of each term for the whole term, and refunds will not be made, nor alternative sessions offered, to any child unable to attend due to illness or holidays taken during the term time.

Damage/Loss to Property

Please note that the Trust will levy a charge if there is wilful or deliberate damage, neglect or loss of school property, (including premises, furniture, equipment, books or materials). The cost will be sufficient to cover the full cost of a replacement or repair of such item as appropriate.

10 Remissions Policy

In some circumstances there may be a full or partial cancellation of a charge which would normally be payable. Parents who can prove they are in receipt of the benefits listed below will be exempt from paying all or part of the cost of board and lodging for residential visits covered under type C in the table above. The Trust will also aim to fully or partly remit charges for other activities to those parents in receipt of such benefits.

The Trust may, in exceptional circumstances, consider the remission of charges in the case of hardship on application from parents, in the strictest confidence. This will be strictly at the discretion of the Trust and will depend on the activity in question. In this circumstance, applications for remission must be made to the Academy Headteacher who will then consult with the Executive Headteacher or Chief Operating Officer. The Trust reserves the right to request evidence to support parents' applications for any remission, before the request will be considered.

Remission will not normally apply to charges where they relate to type B visits or to activities which take place wholly outside school hours, unless the activities are part of a syllabus for a public examination or are part of the national curriculum.

Benefits taken into consideration:

- Income Support
- Income Based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- Income related Employment and Support Allowance
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

11 Recovery of Charges

The Trust will seek to recover any charges which remain outstanding from parents who have agreed to such charges in writing.

12 Monitoring and review This Charging and Remissions Policy was reviewed and approved by Trustees at the Trust Board meeting on 10 July 2019. It will be reviewed every three years.