

**Archbishop Cranmer C. of E. Academy**

**Charging and Remissions Policy**



***'Striving for Life in All its Fullness' John 10:10***

<b>Reviewed by: Headteacher</b>	January 2025
<b>Authorised by: Governing Body (if applicable)</b>	
<b>Date for next review (or earlier should legislation require it)</b>	January 2027

## **Aims**

Our school 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

## **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.

## **Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

## **Roles and responsibilities including Monitoring arrangements**

### **Policy Review and Ratification**

The governing board has overall responsibility for approving the Charging and Remissions Policy but can delegate this to a committee, an individual governor, or the headteacher.

The Charging and Remissions Policy will be reviewed annually by the finance committee to ensure compliance with legislation and alignment with school practices. The governing body will ratify the policy following the committee's review.

Interim reviews will be conducted if significant changes occur in relevant laws or local authority guidelines. The date of the policy's ratification will be recorded in the minutes of the governing body meeting.

### **Roles and Responsibilities**

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the Charging and Remissions Policy has been delegated to Mrs. Stevens. Monitoring the implementation of this policy has been delegated to the finance committee.

The headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being applied consistently.

Staff are responsible for implementing the Charging and Remissions Policy consistently and notifying the headteacher of any specific circumstances they are unsure about or where they are not certain if the policy applies.

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

**Where charges cannot be made** Below we set out what the school cannot charge for:

### **Education**

- Admission applications
- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

### **Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board 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 school
- Transport provided in connection with an educational visit

### **Residential visits**

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

**Voluntary contributions** As an exception to the requirements set out above, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

- school trips
- sports activities
- theatre visits
- authors/actors/theatre invited into school to enhance pupil provision
- food for special events e.g. Christmas parties.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If a trip or activity goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others. If the school is unable to raise enough funds to run an activity or visit then it may be cancelled.

## **Where charges can be made**

Below we set out what the school can charge for.

### **Education**

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

### **Swimming**

Swimming takes place in school time and is part of the National Curriculum for KS2. We make no charge for swimming lessons but request a contribution for the cost of the coach to take the children to the pool. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

**Optional extras** We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided 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
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- Breakages - If a child deliberately breaks or damages school property, the school will ask for the cost of repairing or replacing the item.

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

- Any materials, books, instruments or equipment provided in connection 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 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. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

**Music tuition** The school 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. 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.

**Residential visits** We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **Meals**

- Unless a child is in receipt of FSM, school lunches should be paid for in advance.
- At the end of each week, a message will be sent home requesting payment for any outstanding balance and if payment is not received, a further letter will be sent outlining that payment needs to be made within a two- week period.

### **Remissions**

In some circumstances the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.

**Remissions for residential visits** Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers 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 His Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

All trips will be published well in advance.

- We have a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

## **Debt recovery**

Parents and carers who are experiencing difficulty paying for a chargeable service offered by the school should inform the school office immediately. In most circumstances a payment plan can be agreed to help parents clear their debt to the school as soon as possible.

## **Sustainability Considerations in Charging and Remissions Policy**

To align with our commitment to environmental sustainability, the following practices will be integrated into the implementation of the Charging and Remissions Policy:

### **1. Digital Communication and Permissions:**

- Where possible, all communication regarding trips, activities, and charges will be conducted digitally via email or the school's parent communication platform.
- Permission slips will be collected electronically when possible to reduce paper usage.

### **2. Sustainable Travel Options:**

- For trips and visits, priority will be given to sustainable travel options such as walking, cycling, or shared transport.
- Coaches or buses will be utilised for group travel instead of individual vehicles to minimize carbon emissions.

### **3. Environmentally Friendly Activities:**

- Activities funded through voluntary contributions will include considerations for environmental impact, such as:
- Selecting venues or providers that demonstrate sustainability practices.
- Encouraging outdoor, nature-based activities that promote environmental awareness.

### **4. Resource Management:**

- For activities requiring materials or equipment, preference will be given to items that are reusable, recyclable, or made from sustainable sources.
- Efforts will be made to minimise waste by carefully planning resource requirements.

### **5. Awareness and Education:**

- As part of the broader school curriculum, students will be encouraged to engage in discussions about sustainability, fostering a culture of environmental responsibility that extends to all school activities.

### **6. Monitoring and Reporting:**

- The school will periodically review its activities and processes under this policy to ensure that sustainability goals are being met.