

Charging and Remissions Policy

Approval confirmed:

Designation	Name	Date	Signature
CEO:	Mrs Lyn Dance		
Chair of Trust Board:	Mrs Kerry Brimfield		

Monitoring and Evaluation	
Original implementation date:	October 2020
Review frequency:	2 years
Date of next Review:	October 2024
Review delegated to:	Finance & Resources committee

Document Version control

Version	Changes made	Date
1.0	Initial set up of Trust-wide policy	October 2020
	Reviewed, no changes	September 2022

1. Introduction

- 1.1. SAND Academies Trust (the "School") has a duty to make a Charging and Remissions policy.
- 1.2. The Board of Trustees acknowledges the right of every pupil at the School to receive free education and it understands that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- 1.3. The Board also recognises the valuable contribution that a wide range of additional activities, trips and residential experiences can make towards pupils' education. The Board seeks to encourage and provide such activities as both a part of a broad and balanced curriculum for the pupils, and also by offering optional additional activities to pupils.
- 1.4. In drawing up this policy, the School has had regard to the following law, guidance and advice:
 - 1.4.1. Education Act 1996
 - 1.4.2. The Charges for Music Tuition (England) Regulations 2007
 - 1.4.3. DfE guidance "Charging for School Activities" (May 2018)

2. Aims

- 2.1. The aims of this Charging and Remission policy are to:
 - 2.1.1. explain the School's policy on charging and remissions of charges;
 - 2.1.2. set out the legal position in relation to charging for school activities;
 - 2.1.3. identify the staff with responsibility for implementing and reviewing this policy.

3. Prohibited charges

- 3.1. In accordance with the School's Funding Agreement and with the terms of the Education Act 1996, the School will make no charge for the following activities and services:
- 3.2. Provision of education
 - 3.2.1. The School will not charge for education provided during School hours (including the supply of any materials, books, materials, instruments, or other equipment, and the provision of school visits).
 - 3.2.2. The School will also not charge for education provided in School (or on a school visit) that takes place outside of School hours, where the education is either:
 - 3.2.2.1. part of the National Curriculum;
 - 3.2.2.2. part of religious education; or
 - 3.2.2.3. part of a syllabus for a prescribed public examination for which the pupil is being prepared for at the School.
 - 3.2.3. Music Tuition
 - 3.2.3.1. Instrumental or vocal tuition (whether learning individually or in groups) provided during school hours will not be chargeable unless such tuition is provided at the request of the pupil's parent or where the pupil is looked after by the Local Authority.

- 3.2.4. Entry for examinations
 - 3.2.4.1. The School will not charge for entry for a prescribed public examination, or for any re-sit of a prescribed public examination if the pupil is being prepared for the examination (or re-sit) at the School.
- 3.2.5. Admissions to the School
 - 3.2.5.1. In accordance with the School's Funding agreement, and the School Admissions Code 2012, no charge will be made in connection with admission to the School.
- 3.2.6. Transport
 - 3.2.6.1. Where transport is required to take a pupil to/from school (or to other premises arranged by the Local Authority or Board of Trustees), the School will not charge for the provision of this transport.
 - 3.2.6.2. The School will also not charge for transport that is necessary to enable a pupil to meet an examination requirement where they are preparing for that examination in School.
 - 3.2.6.3. The School is also prohibited from charging for transport in connection with an educational visit.
- 3.2.7. School trips
 - 3.2.7.1. The School will not charge for any education provided on a visit that:
 - 3.2.7.1.1. takes place during school hours
 - 3.2.7.1.2. takes place outside of school hours but forms part of the National Curriculum or the syllabus to a prescribed public examination

4. Permitted charges

- 4.1. The School is permitted to charge for some activities that are known as optional extras.
- 4.2. The School is also permitted to charge for materials, books, instruments and/or equipment connected with the provision of the optional extras.
- 4.3. Optional extras include education provided outside of School hours provided that it is not part of the National Curriculum, part of a syllabus for a prescribed public examination being prepared for at the School, or part of religious education.
- 4.4. An activity will be considered to have taken place outside of school hours where less than 50% of the time spent on the activity falls during the School day. In the case of a residential activity, if the number of school sessions taken up by the visit is less than 50% of the number of half days spent on the visit, it will be deemed to have taken place outside of School hours. Any school day for this purpose is split into two school sessions. A half day for this purpose is any 12 hour period ending with noon or midnight.
- 4.5. The Board of Trustees reserves the right to make a charge in the following circumstances for activities organised by the School:
 - 4.5.1. Examinations - Any examination entry fees in respect of examinations for which a pupil is not being prepared for at the School (i.e. where the pupil is being taught at

home or elsewhere, and is using the School as a registered examination centre, or where the pupil fails without good reason to complete the public examination requirements) will be chargeable. This also applies to re-sits for such examinations.

- 4.5.2. Practical subjects - In lessons where pupils are making or creating items (for example, art, food technology, or design and technology), a charge will be made for the costs of materials/ingredients for the finished products if the parent has indicated that they would like their child to bring home the finished product.
- 4.5.3. Music Tuition - Tuition for musical instruments or vocal tuition will be charged for if lessons take place during school hours at the request of the pupil's parent/s. This will apply to lessons that take place individually or in a group, and the cost will not exceed the cost of actually providing the tuition (including the cost of the tutor).
- 4.5.4. Transport - Transport to and from home to any activity not provided by, but permitted by, the School, can be charged for.
- 4.5.5. Residential Trips - A charge will be made for board and lodging on residential educational visits/activities. The School acknowledges that some parents may be exempt from these charges if they can demonstrate that they are in receipt of certain benefits. The School will not charge for the cost of supply teachers to cover those staff that are accompanying pupils on a residential trip as this is prohibited.
- 4.5.6. Extended day services - The School is permitted to charge for extended day services in the usual way, including for the provision of a breakfast club, after school clubs, and supervised homework clubs.

5. Calculating the cost of optional extras

- 5.1. The School reserves the right to charge the full cost to each pupil of all approved activities deemed to be "optional extras" taking place outside School hours.
- 5.2. The charge may include an amount in relation to the:
 - 5.2.1. Materials, books, instruments or equipment provided in relation to the optional extra;
 - 5.2.2. Cost of buildings or accommodation;
 - 5.2.3. Attendance of non-teaching staff;
 - 5.2.4. Teaching staff engaged purely to provide the optional extra (i.e. a supply teacher);
 - 5.2.5. Staff employed for the provision of tuition of a musical instrument.
- 5.3. The School makes no profit from optional extras.
- 5.4. Parents will always be informed of the cost for the optional extra in advance.
- 5.5. In accordance with the statutory guidance, any charge made will not exceed the actual cost of providing the optional extra activity and will be divided equally by the number of pupils participating. The School will not charge a subsidy to cover the cost of any pupils that are unable or unwilling to pay the full charge.
- 5.6. In all cases where a permitted charge is likely to be made the parents must be told of and agree the amount in advance of the optional extra being provided. Parents may be exempt

from paying the cost of boarding and lodging costs of trips if they can prove they are in receipt of certain public benefits such as Income Support.

6. Voluntary contributions

- 6.1. The Board of Trustees reserves the right to ask parents for a voluntary contribution towards the cost of school activities, equipment or for the benefit of the School generally.
- 6.2. There is no obligation on any parent to make a contribution when a contribution is requested and the School will never pressurise a parent into making a contribution.
- 6.3. Parents may be advised that the continuance of an activity may depend upon receipt of sufficient voluntary contributions, failing which the activity must be cancelled. However, once the decision has been made to proceed with such an activity, no child will be excluded even if they have not made a voluntary contribution. The School will never exclude a child from an activity simply because their parent/s are unwilling or unable to pay.

7. Equal opportunities

- 7.1. The Board of Trustees and the Chief Executive Officer will ensure that the School's equal opportunities policies are observed at all times in relation to the making, reviewing and implementing this Charging and Remissions policy.

8. Monitoring

- 8.1. The Chief Executive Officer will have the day to day responsibility for the implementation of this policy and will report to the Board of Trustees, as appropriate.