

# CHARGING AND REMISSIONS POLICY

Learning Academies Trust

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## CHANGES

Policy date	Summary of change	Author	Version	Review date
02/12/2021	Policy has been created.	Kay Mabin, CFO	1.0	02/12/2022
19/01/2023	Policy reviewed- No changes	Kay Mabin, CFO	1.1	31/01/2024
06/02/2024	Policy reviewed- No changes	Kay Mabin, CFO	1.2	28/02/2025
01/04/2025	Policy reviewed- No changes	Kay Mabin, CFO	1.3	31/03/2026

## 1. AIMS

Our Trust schools aim 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

## 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 449-462 of which set out the law on charging for school activities in England:

[Charging for school activities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## 3. DEFINITIONS

- **Charge:** A fee payable for specifically defined activities
- **Remission:** The Cancellation of a charge which would normally be payable

## 4. ROLE AND RESPONSIBILITIES

### 4.1. THE TRUSTEES/BOARD

- The Trust board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the CEO.
- The Trust board also has overall responsibility for monitoring the implementation of this policy.
- Responsibility for approving the charging and remissions policy has been delegated to the Finance Committee.
- Monitoring the implementation of this policy has been delegated to the Finance Committee.

### 4.2. EXECUTIVE HEADTEACHERS AND HEADTEACHERS

The Executive Headteacher's / Headteachers are responsible for ensuring appropriate staff are familiar with the charging and remissions policy, and that it is being applied consistently within their school/s.

### 4.3. STAFF

Staff who are involved in implementing this policy are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Executive Headteacher/headteacher of any specific circumstances which they are unsure about or
- where they are not certain if the policy applies

The Trust's central finance team will provide staff with appropriate training and guidance in relation to this policy and its implementation.

### 4.4. PARENTS

Parents are expected to notify staff or their Executive Headteacher/Headteacher of any concerns or queries regarding the charging and remissions policy.

## 5. WHERE CHARGES CANNOT BE MADE

### 5.1. 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 and not an enhancement to it.

- 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.

## 5.2. 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.

## 5.3. 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 and not an enhancement
- 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.

Below we set out what we can charge for:

## 6. WHERE CHARGES CAN BE MADE

Below we set out what we **can** charge for:

### 6.1. EDUCATION

- Any 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.

### 6.2. OPTIONAL EXTRAS

We are 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:

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 the school.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or 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).

When calculating the cost of optional extras, an amount may be 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 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.

### 6.3. MUSIC TUITION

Schools 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.

### 6.4. RESIDENTIAL VISITS

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

## 7. VOLUNTARY CONTRIBUTIONS

As an exception to the requirements set out in section 5 of this policy, 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:

- Donations towards the cost of the school trips.
- Sports activities such as T-shirts.
- Charity days e.g. Red Nose Day, Comic Relief, Children In need, NSPCC and Mufti Days.

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 the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

## 8. ACTIVITIES WE CHARGE FOR

### Elburton Primary School

#### ***The Den - Breakfast Club (7:30am – 8:30am)***

- **Standard rate:** £5.50 per pupil
- **Booked within 48 hrs of session start:** £6.50, charged immediately

#### ***The Den - Wraparound Club – Session One (3:10pm – 4:45pm)***

- **Standard rate:** £7.50 per pupil
- **Booked within 48 hrs:** £8.50, charged immediately

#### ***The Den - Wraparound Club – Session Two (3:10 – 6:00pm)***

- **Standard rate:** £10.00 per pupil
- **Booked within 48 hrs:** £11.00, charged immediately

#### ***The Den - Cancellations***

- **Notice Period:** A minimum of 7 days' notice is required to cancel any booked session.
- **How to Notify:** Parents must inform the school if their child is unable to attend.
- **Refund & Charges:**
  - *More than 7 days' notice:* You'll receive a full refund to your account.
  - *Within 7 days' notice:* The session charge remains on your account - no refund.
- **Illnesses/Holidays** No refunds for absences; full fees due.

#### **Preschool Additional Hours**

*This service is available to families who:*

- Aren't eligible for the Government's 30-hour funded childcare, **or**
- Have already **exceeded** their 30-hour entitlement.

*If available, additional sessions can be requested through the school office:*

- **3-hour session**
- **4-hour session**
- **Full-day session** (7 hours)

*Fees not covered by Government 30-hour funding and will be billed accordingly and added to your account.*

#### **Music Lessons**

- **Tuition Fee:** Guitar and keyboard lessons are **£8.50 per session**.
- **Billing Cycle:** Fees are billed **half-termly**, in advance, and added to your account.
- **Payment Terms:** Your account must be settled **immediately** once the invoice is issued.

#### **Late Fees – The Den**

- **Session 1 ends at 4:45pm.**  
**Arriving later than 4:45pm adds a £10 fee** to your account, payable immediately once added to your account.
- **Session 2 ends at 6:00pm.**  
**Arriving later than 6:00pm incurs the same £10 late fee**, payable immediately once added to your account.
- **Upgrades between sessions are not permitted.**  
*Please make sure to select the correct session when booking - no switching later if your needs change.*

#### **Late Fees**

***If you arrive late*** to collect your child from any school-related activity - whether from school, an after-school club (e.g., swimming, tag rugby, football), music lessons, outing, or trip - you will be charged a **£10.00 late fee**, payable immediately.

## 9. REMISSION

In some circumstances the school might not charge fully for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Executive Headteacher/Headteacher and will depend on the activity in question. Any shortfall will need to be subsidised from the school budget, subject to sufficient budget being available.

### 9.1. REMISSIONS FOR RESIDENTIAL VISITS

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

- 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
- Child Tax Credit (provided that Working Tax Credit is not also received, and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)