



Charging and Remissions Policy

September 2017

Approved by The Finance, Premises and Risk Committee
on: 16th November 2017

Next review date: November 2020

1 Introduction

The purpose of the Policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in October 2014.

2 Responsibilities

The head teacher of each Academy within the Trust will ensure that staff are familiar with and correctly apply the policy. The Directors will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

3 Policy Statement

All activities that are a part of the National Curriculum for compulsory school age children, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school,

4 Voluntary Contributions

We will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The head teacher or teacher will also make it clear to parents that there is no obligation to make any contribution.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances the school may ask for a voluntary contribution from parents.

5 Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school club. Charges will be based on the cost incurred less any specific funding received, except the before and after school club which will be charged at a commercial rate.

6 Education partly during school hours

A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

A) Non-Residential

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

B) Residential

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

7 Music Tuition

Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the [Key Stage 2 Instrumental and Vocal Tuition Programme \(Wider Opportunities\)](#)

8 Residential Trips

There will be **no compulsory charge** for:

- 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, or
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - part of religious education; and
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **will charge** for Board and lodging (the charge will not exceed the actual costs).

9 Examinations

Schools within the Trust will only charge for examination entries in the following circumstances:

- a) The school has not prepared students for the examination in the year for which the entry is made
- b) The examination is not on the set list but the school arranged for the student to take it
- c) A student has failed, for no good reason, to complete the requirements of the examination course or to attend the examination

10 Damage to school property

The Trust will seek payment from parents for damage to or loss of school property caused wilfully or negligently by their child

9 Remission

When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 (Financial Year 2013/14);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

(The criteria that entitle families to an exemption from paying for the cost of board & lodging has been aligned with free school meals criteria.)

The Directors have agreed that students who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made direct to the head teacher.

10 Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

Contacts for Further Information

Uffculme Academy Trust

The Academy Business Manager
Uffculme Academy Trust
Chapel Hill
Uffculme Academy Trust Devon
EX15 3AG

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education and Skills Funding Agency (ESFA) – Bristol

0370 000 2288 www.gov.uk/government/organisations/education-and-skills-funding-agency