

# Charging and Remissions Policy



**FAIRFIELD**  
HIGH SCHOOL

<b>Approved by:</b>	Board of Directors	July 2023
<b>Signed by:</b>	Chair of Directors	July 2023
<b>Updated by:</b>	Nicki Emmett, Director of Finance	June 2023

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### 1. 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

### 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. Academies are required to comply with this Act through their funding agreements.

### 3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

### 4. Roles and responsibilities

#### 4.1 The Board of Directors

The Board of Directors has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Board of Directors also has overall responsibility for monitoring the implementation of this policy.

#### 4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### 4.3 Staff

Our staff are responsible for:

:

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

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

#### **4.4 Parents**

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **5. Where charges cannot be made**

Below we set out **what the school cannot charge for**:

#### **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
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

#### **5.2 Transport**

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the Board of Directors or local authority has arranged for students to be educated
- Transport that enables a student 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
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

## 6. Where charges can be made

Below we set out **what the school 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
- Community facilities

### 6.2 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 student is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/Board of Directors has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students 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 students 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

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The school can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student'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 student 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:

School trips or sporting activities.

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 may be cancelled.**

#### **8. Activities this school charges for**

The school will charge for the following activities:

School trips outside of the school day including transport, board, lodgings and insurance.

Duke of Edinburgh awards scheme.

Summer school activities

Rugby camp

For regular activities, the charges for each activity will be determined by the Board of Directors and reviewed in July each year. Parents will be informed of the charges for the coming year in September each year.

Parentpay will be used to pay for the activities charged for and if parents require an account setting up they can contact the finance office.

School trips will be paid in installments as set out in the initial trip letter. Deposits are non-refundable unless we can fill the space with another student.

School trips must be paid in full before the deadline to enable the student to attend the trip.

In exceptional circumstances if the decision to attend a trip happens after the payment deadline (if a student is unable to attend and another takes their place) the deposit must be paid prior to the trip and all outstanding monies must be cleared before the next trip is attended, per the agreed payment plan.

## 9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of SLT and will depend on the activity in question.

### 9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will receive a contribution of half the trip up to the value of £150 for residential visits that are deemed to be **of high value to the curriculum**:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Pupil Premium:

If the student is classed as Pupil Premium, we will also contribute half the value up to £150 per trip. When assessing this, we will take into consideration how much funding the school has contributed in the last calendar year. We will ask parents or carers to pay the deposit first and any installments necessary to reach the figure before the school's contribution completes the final amount.

Looked After Children:

If the student is classed as CLA, in certain circumstances, trips may be fully funded if deemed directly related to the curriculum. Carers must contact the school to discuss this.

For trips costing under £20 that are of high value to the curriculum, in some circumstances we will fully fund the cost of the trip for FSM students. Parents/carers must contact the school to discuss this and each case will be reviewed individually.

## 10. Monitoring arrangements

The Director of Finance monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Director of Finance every 3 years unless there are significant changes to statute or circumstance. At every review, the policy will be approved by the Board of Directors.