



LIFE ACADEMIES TRUST

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Charges & Remissions

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Date	Version	Section	Summary of Change
June 2020	V 2	10. Remissions	Amended to bring in line with Hardship Policy. Currently indicates all board and lodgings would be paid subject to criteria, however the Hardship Policy limits the financial assistant to 30% of the costs, up to a maximum contribution of £100 per pupil per academic year

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1. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

2. Legislation and Guidance

The policy is based on advice from the Department for Education (DfE) guidance on Charging for school activities – Departmental advice for governing bodies, school leaders, school staff and local authorities – May 2018) 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.

This policy complies with our funding agreement and articles of association.

3. Definitions

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

4. Responsibilities

4.1 The Trust Board

The Trust Board has overall responsibility for approving this policy, but can delegate this to a committee, an individual trustee or the Academy Principal.

They also have overall responsibility for determining the content of this policy and monitoring the implementation by the Academy Principal.

Any determination with respect to individual parents will be considered jointly by the Academy Principal and the Trust Board.

The Trust Board expects all activities wholly or mainly outside school session time not to incur a cost to the school budget unless the Trust Board has been consulted and decided otherwise.

The Trust Board may ask for voluntary contributions for school activities that are either wholly or mainly in the school session time and incur a cost to the school that is over and above the normal day to day expenditure.

The Trust Board confirm that no pupil with special needs or disabilities will be treated any differently than any other pupil. Individual schools will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

4.2 The Academy Principal

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

4.3 Staff

Staff are responsible for:

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

The school 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 Academy Principal of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

No charge can or will be made for admitting pupils of statutory school age to our schools. Education provided during school hours for these pupils will always be free. Charges may be made for Early Years admissions, as prescribed within National and Local frameworks and detailed within our Early Years policies.

5.1. Education

Where education is provided wholly or mainly during school hours, it should be free, including the support of any materials, books, instruments or other equipment. The Academy will therefore not levy compulsory charges for transport, admission costs for swimming lessons or visits to museums, etc. during school hours. On occasion however, in order for additional activities to run, voluntary contributions may be requested (please see section below).

‘School hours’ are those when the Academy is actually in session and do not include the break in the middle of the school day.

A non-school organisation which arranges an activity to take place during the school day may charge parents who want their child to join the activity. Parents wishing their child to participate must then ask the Academy to agree to their children being absent, just as they would if applying to take their children out of school for a family holiday.

The Academy cannot charge for any 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 Academy
- 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 Academy

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Academy

5.2 Transport

Transporting registered pupils to or from the Academy premises, where the Academy has a statutory obligation to provide transport

Transporting registered pupils to other premises where the Academy 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 Academy

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 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

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, we 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 academy
- 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 trust 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

We 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 academy is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

The Trust Board has agreed that the academy may ask parents for a voluntary contribution (in cash or in kind) towards the cost of:

- any activity that takes place during school hours
- school equipment
- school funds generally

The contribution must however be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute may not be discriminated against.

The following statement will be included when asking for voluntary contributions for it to be lawful:

“There will be some trips or activities which the academy cannot charge for but which the academy considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.”

In respect of requesting voluntary contributions for materials to be used in practical lessons, such as Design Technology, the following statement must be included for it to be lawful:

“Contributions are voluntary and no student will be treated differently according to whether or not their parents have made any contribution in response to this or any other request.”

Subject leaders cannot rely on these amounts when looking at annual resources required for their subject and should budget accordingly.

8. Damage /Loss to Property

The Trust Board reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil’s inappropriate behaviour.

9. Activities that we charge for

The Academy has a before and after school club. This is no longer run directly by the Academy and parents will be expected to pay the company running the club for any sessions their child attends.

The provider of the before and after school club also runs holiday clubs. Parents must pay the company running the holiday club directly.

Any clubs that the Academy runs outside of school hours where we have a specialist person come to run the club.

Any equipment needed to run an activity outside of school hours which is not offered as part of the curriculum.

10. Remissions

We are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of the following support payments:

- Universal Credit in prescribed circumstances
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and they have an annual income assessed by the Inland Revenue that does not exceed an income related employment and support allowance
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- The guarantee element of State Pension Credit
- An income related employment and support allowance

Will be able to request a contribution of 30% of the costs of the following charges, up to a maximum contribution of £100 per pupil per academic year through the Hardship Policy:

- The full cost of board and lodging on residential visits in **school time**
- The full cost of board and lodging on residential visits outside school time which are covered by the following criteria:
 - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
 - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002

Parents should be made aware of these remissions when a forthcoming trip is announced.

A similar entitlement applies where the trip takes place outside school hours but is necessary as part of the National Curriculum or Religious Education.

11. Looked After Children

No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989)

12. Monitoring Arrangements

The administration team monitor charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Academy Principal every 2 years.

At every review, the policy will be approved by the Trust Board.