



**CHRISTOPHER
NIEPER**

Education Trust

Developing leaders & Achievers of the *future*

Trust Policy: Charging & Remissions

Policy Name:	Charging & Remissions
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Policy Lead/Owner or Originator	CFOO
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Signed: <small>Trustee Lead</small>	David Plummer
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1. Aims

Christopher Nieper Education Trust (CNET) 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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 to 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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. Roles and Responsibilities

4.1 Trust Board

The Trust Board has overall responsibility for approving the charging and remissions policy but can delegate this to a committee.

Responsibility for approving the charging and remissions policy has been delegated to the Finance, Audit & Risk Committee.



4.2 Headteachers

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

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Trust's CFOO or CEO of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

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

4.4 Parents/carers

Parents/carers 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 we **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 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/carer
 - 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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have 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 pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for 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/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

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 LA 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/carers 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 that 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/carer.

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.

If the residential visit is classed as an optional extra see 6.2 – and payment is not received in full this may result in your pupil been withdrawn from the school trip.

Loss or damage

Parents will be expected to meet the cost of repairing or replacing any Trust property damaged or destroyed by a student, or any fines to be paid by the Trust as a result of the actions of a student.

A charge will also apply for loss or damage of Trust property (including books or equipment) placed under the care of the student.



Fundraising

General fundraising and sponsorship from a variety of sources may be used to allow additional activities to take place. Any fundraising activity will make the purpose of the fundraising clear to those who may wish to contribute.

Lettings of the Trust's buildings

Refer to Lettings Policy.

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/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include: school trips, sports activities, extra curricular activities – this is not an exhaustive list.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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. Remissions

In some circumstances, the school may not charge for items or activities set out in section 6 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

8.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits may receive a reduction in the cost of board and lodging for residential visits. This is at the discretion of the Head Teacher:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

9. Monitoring arrangements

The CFOO monitors charges and remissions and ensures these comply with this policy.



This policy will be reviewed by the CFOO.

At every review, the policy will be approved by the Finance, Audit & Risk Committee which is a Committee of the Trust Board.

Appendix One:

	Issue	Policy
1	Residential trips within academy time	Parents are required to meet the full costs of travel and lodgings. Children who are entitled to Free School Meals/Pupil Premium may receive a reduction in the cost of the trip at the discretion of the Head Teacher.
2	Trips outside academy time, not part of national curriculum, i.e. reward trips	Parents are required to meet the full cost of the trip. Children who are entitled to Free School Meals/Pupil Premium may receive a reduction in the cost of the trip at the discretion of the Head Teacher.
3	Trips within academy time as part of national curriculum	Parents are requested to make a voluntary contribution towards the cost of the trip.
4	Individual Music Tuition	<ul style="list-style-type: none">• Provided by academy staff – no charge• Provided by outside tutors - at cost to parents – many lessons are offered at a subsidised rate• If part of national curriculum (i.e. GCSE music requirement) exam fees will be covered by the academy.
5	Examination remarks at request of parents	Charge to parents
6	Examination remarks at request of academy	Academy will cover the costs of the remarks
7	Requests for replacement exam certificates by students	Charge to parent
8	Wasted exam entries	The academy reserves the right to charge parents for any wasted exam entries when no acceptable reason is provided
9	Ingredients / materials for practical subjects	Parents are encouraged to provide materials for practical subjects, but no child must be disadvantaged by parents' inability / reluctance to pay. Where necessary the academy will pay for materials. For specialist technical subjects where parents are unable to supply materials, the academy reserves the right to request voluntary donations to cover the cost of materials.



10	Extra resources available as support material for GSCE and other courses	Parents will be informed of opportunities to purchase these resources, i.e. revision guides, at cost price from the academy. The academy may provide such materials to selected disadvantaged students free of charge.
11	Lost academy equipment (laptops, Chromebooks, academy calculator, library books etc)	Parents will be expected to replace or reimburse the academy for any lost items of academy property including any IT equipment loaned to a pupil. The charge will usually be the cost of replacement.
12	Damage to or loss of academy property	The academy reserves the right to charge parents for any items of academy buildings, furniture, minibuses, or property that have been willfully damaged by their child. The charge will usually be the full cost of repair or replacement.
13	Student lockers	Students are required to pay a £5 deposit for a locker which will be refunded to the student when they return the key providing the locker is left in a clean and usable state. Loss of the key or damage to locker will result in the loss of the refund and may lead to further charges.
14	Damage to third party transport operator's property	The academy reserves the right to pass on to parents any costs for damages (e.g. to seats) incurred by their child while travelling on a hired school bus (or other method of transport), either to or from the academy, or whilst on an academy authorised trip.
	Charges Charges for individual pupils will not exceed the actual cost of providing an activity divided by the number of pupils participating.	Charges for an activity will not include any subsidies for other pupils wishing to participate who parents are unwilling or unable to pay the full charge.

Appendix Two

Non-payment of school meals

School meals should be paid for in advance. If parents fail to make payment to the child's dinner money account the following actions will be taken. Some parents / carers may be entitled to free school meals.

Information on the entitlement to free school meals and an application form can be found on the Derbyshire County Council's website:

<https://derbyshire.gov.uk/education/schools/your-child-at-school/meals/school-meals/free-school-meals.aspx>

If the parents/ carers personal circumstances change and they are no longer eligible for free school meals, the parent/carers must provide a packed lunch or make payment in advance for a school dinner.



Stage One

Where a student enters an overdrawn position, parents will be contacted in the first instance via text message / phone call. If they continue to be overdrawn a further communication via text or phone will be made by the school and a letter will be sent confirming the outstanding balance and provide a date of payment.

Stage Two – When the debt exceeds £20

During stage two of this process, your child will not be allowed a school meal and you will be contacted to provide a packed lunch.

Stage Three – Following continued non payment / debt has increased

The debt is passed to the Trust's Finance Office, final contact will be made via telephone and or letter, if the debt continues after this, the trust may take legal action.