



FRAYS
Academy Trust

**Frays Academy Trust
Charging and Remissions Policy**

**Date Ratified: November 2022
Review Date: November 2024**

Approval

Signed by Chair of Directors	
Date of Approval/Adoption	November 2022
Date of Review	November 2024

Notes on Document

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This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

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1. Aims

Frays Academy Trust 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.

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.

4.2. The Headteacher

The Headteacher is responsible for the day-to-day application of the policy and 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 Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Each 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 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

We cannot charge for:

- 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 (academies please note: although academy trusts don't have to follow the national curriculum, you still can't charge for education that 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

- 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

We cannot charge for:

- 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

We cannot 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
 - 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

We can charge for:

- 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 trust 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. A record of how this was calculated will be retained by the Headteacher. Typically the charge will be based on the total cost of board and lodging divided by the number of pupils.

Parents will be able to pay for residential trips over an extended period and each school will communicate the arrangements to parents. For children whose parents do not wish to send them on a residential trip, the school will arrange locally-based activities which will incur a much smaller contribution. Schools will seek, where possible, to access grants to support the cost of residential trips.

6.5. Damage to, or loss of, school property

Please refer to our Behaviour policy which outlines steps that will be taken following breaches of the Behaviour policy leading to loss or damage to school property. Our schools reserve the right to seek payment (or a contribution) from parents for any loss of, or damage to, property belonging to the school which has been caused deliberately or negligently by their child. This could include:

- Broken windows;
- Defaced, damaged or lost text books;
- Replacement reading or homework diaries;
- Any item damaged as a result of unsatisfactory pupil behaviour.

The charge will be equivalent to the cost of replacement or repair, or such lower cost as the Headteacher may decide.

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:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company;
- School trips abroad;
- Musical events.

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. 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 the Headteacher and will depend on the activity in question.

9. Monitoring arrangements

The Headteacher will monitor charges and remissions, and ensure these comply with this policy. This policy will be reviewed every two years. At every review, the policy will be approved by the Board of Directors.