



Glebe School

Charging & Remissions Policy

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Approved by:	Headteacher
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1. Statement of Intent

- 1.1 The Specialist Learning Trust is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.
- 1.2 In addition, we are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the Department for Education.

2. Legal framework

- 2.1 This policy has consideration for, and is compliant with, the following legislation and statutory guidance:
- Education Act 1996
 - The Charges for Music Tuition (England) Regulations 2007
 - The Education (Prescribed Public Examinations)(England) Regulations 2010
 - Freedom of Information Act 2000
 - DfE (2018) 'Charging for School Activities'
 - DfE (2020) 'Governance Handbook'
 - ESFA (2022) Academy Trust Handbook
 - Our Funding Agreement

3. Charging for Education

- 3.1 We will not charge parents/carers for:
- Admission applications;
 - Education provided during school hours;
 - Education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of religious education;
 - Instrumental or vocal tuition, unless provided at the request of the student's parents/carers;
 - Entry for a prescribed public examination, if the student has been prepared for it at the school;
 - Examination re-sits, if the student is prepared for the re-sits at the school.
- 3.2 We may charge parents/carers for the following:
- Materials, books, instruments or equipment, where they desire their child to own them
 - Optional extras (see below)
 - Music and vocational tuition (see below) (in certain circumstance)
 - Use of community facilities
 - The provision of information within the scope of the freedom of information.

4. Optional Extras

- 4.1 We may charge parents/carers for the following optional extras:
- Education provided outside of school time that is not:
 - Part of the national curriculum;
 - Part of a syllabus for a prescribe public examination that the student is being prepared for at the school; or
 - Religious education.
 - Examination entry fees where the student has not been prepared for the examinations in school;
 - Transport, other than that required to take the student to be provided with education;

- Board and lodging for a student on a residential visit;
- Extended day services offered to students.

4.2 When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra;
- The cost of buildings and accommodation;
- The employment of non-teaching staff;
- The costs of teaching staff (including teaching assistants) under contracts for services purely to provide the optional extra;
- The cost, or an appropriate portion of the cost, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument.

4.3 The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. We will not charge a subsidy for any students wishing to participate but whose parents/carers are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

4.4 Participation in any optional extra will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

5. Transport

5.1 We will not charge for:

- Transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the Trustees or local authority has arranged for students to be educated;
- Transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the school; and
- Transport provided for an educational visit.

6. Music Tuition

6.1 Music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is at the request of the student's parent/carer.

6.2 Charges may not exceed the cost of the provision, including the cost of the staff that provided the tuition.

6.3 Charges will not be made if the teaching is an essential part of the national curriculum.

7. Residential Visits

7.1 We will not charge for:

- Education provided on any visit that takes place during school hours (although a voluntary contribution may be requested, see below).
- Education provided on any visit that takes place outside school hours, if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Staff to cover for teachers accompanying students on residential visits.

- 7.2 The school may charge for board and lodging, but the charge will not exceed the actual cost.
- 7.3 Parents/carers will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
- Universal Credit – if they apply on or after 1st April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
 - Income Support
 - Income-based Job Seeker's' allowance
 - Income-related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - 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 four weeks after they stop qualifying for Working Tax Credit

If the number of school sessions covered by the visit is equal to, or greater than 50 percent of the number of half days, (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

8. Education Partly During School Hours

- 8.1 If 50% or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made (although a voluntary contribution may be requested, see below).
- 8.2 If less than 50% of the time spent on an activity occurs during school hours, it is deemed to have taken place outside of school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education (although voluntary contributions may be requested, see below).

9. Voluntary Contributions

- 9.1 From time to time the school may ask parents/carers for voluntary contributions for the benefit of the school or any school activities.
- 9.2 If an activity cannot be funded without voluntary contributions we will make this clear to parents/carers at the outset. We also make it clear that there is no obligation for parents/carers to make a contribution, and notify parents/carers whether assistance is available.
- 9.3 No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 9.4 The school always strives to ensure that parents are not pressurised into making voluntary contributions.

10. Damaged or Lost Items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

11. Examination Fees

11.1 We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the student was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the student to take it.
- A student fails, without good reason, to complete the requirements of any public examination where the school originally paid or agreed to pay the fee.

12. Examination re-sits

12.1 Where a pupil is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once pupils have left the school, re-sits must be taken at the school.

12.2 If a pupil or their parent considers it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

13. Monitoring and review

13.1 This policy will be reviewed annually by the Headteacher and Board of Trustees.