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Policy for

# Charging & Remissions

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Prepared by		Renewal Date
<b>Principal and Bursar</b>  <b>May 2022</b>		<b>Summer Term 2022/23</b>

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**Statement of intent**

The Aspire Educational Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

## 1. Legal framework

1.1. This policy will have consideration for, and be 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
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governance Handbook'
- Our Funding Agreement

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy

## 2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- [Optional extras](#)
- [Music and vocational tuition \(in certain circumstances\)](#)
- Use of community facilities

## 3. Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum.
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

- 3.2. 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 cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
  - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents 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.
- 3.4. Participation in any optional activity 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.

#### **4. Voluntary contributions**

- 4.1. We may, ask for voluntary contributions towards enrichment opportunities held at school. This may include practical science workshops or theatre productions which incur additional costs. We may ask for voluntary contributions towards educational trips and visits. If an activity/visit cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, however failure to secure enough contributions may result in the cancellation of the activity.
- 4.2. No child will be excluded from an activity simply because their parents are unable to pay. If a parent is unable to pay, their child will still be given an equal 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. We invite parents to discuss any difficulties with voluntary payments direct and in confidence with the principal.

## **5. Music tuition**

- 5.1. Music tuition is the only 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 pupil’s parents.
- 5.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **6. Transport**

- 6.1. We will not charge for:
  - Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
  - Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
  - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

## **7. Residential visits**

- 7.1. We may charge for board and lodging – but the charge will not exceed the actual cost.

## **8. Damaged or lost items**

- 8.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child’s behaviour.

## **9. Remissions**

- 9.1. The academies have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

To request assistance, parents should contact the principal via email at [principal@ashgrove.cheshire.sch.uk](mailto:principal@ashgrove.cheshire.sch.uk) or telephone 01625 919610.

## **10 Nursery**

10.1 If you require more than five sessions per week in addition to the 15 or 30 funded hours (morning or afternoon) and would like to pay for additional sessions (costs as per current Nursery contract) and/or lunchtime supervision costs, these are payable on receipt of invoice within the 14 day payment terms. The sessions are subject to availability. These charges are in addition to the cost of the lunch. No charges are made for meals if your child/ren are entitled to Free School Meals.

If due payments are not made within the agreed timescale and the School is not notified the place will be withdrawn.

## **11 School Trip Refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the Principal's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the Principal's discretion as to whether a refund is given.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the Principal's discretion as to whether a refund is given.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Principal's discretion as to what happens with the parental contributions for the trip. The Principal will consider options which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account. Excess expenditure will be subsidised by the school.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

## **12 Monitoring and review**

11.1 This policy will be reviewed annually or as necessitated by a change of legislation by the Resources Committee of the Board of Trustees