

1.1 Aims

The Trust Board recognises the valuable contribution that the wide range of additional activities, including clubs, out of Trust trips, residential visits and experiences of other environments can make towards pupils' all round educational experience and their personal and social development.

The Trust will endeavour to ensure that all its pupils have an equal opportunity to benefit from activities and visits, curricular and extra-curricular, independent of their parent's financial means.

The Charging and Remissions policy describes how the Trust will do its best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities offered to them.

The aims of this policy are 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

1.2 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.

1.3 Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable
- **"Parents"** means all those having parental responsibility for a child.

1.4 Roles and responsibilities

- Responsibility for approving the charging and remissions policy has been delegated to the Finance HR, Audit and Risk committee
- The headteacher/ Head of School is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
- 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
- Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

1.5 Below we set out what we cannot charge for:

Education

- 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 curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition, for pupils learning individually or in groups, which is part of the curriculum, unless the tuition is provided at the request of the pupil's parent (see 6.3)
- 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.

Transport

- 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 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

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

School meals

- for school meals for children who are entitled to free school meals or infant free school meals.

1.6 Where charges can be made

AURORA ACADEMIES TRUST CHARGING AND REMISSIONS POLICY

The Trust Board reserves the right to make a charge in the following circumstances for activities organised by the schools.

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.

Charges do 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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them. Any cost will be made clear to the parents before charging.
- Certain early years provision
- 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

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 local authority 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)

Music tuition

Schools can charge for vocal or instrumental tuition, provided that the tuition is provided at the request of the pupil's parent. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

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

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

1.7 Voluntary contributions

The responsibility for determining the level of voluntary contribution is delegated to the individual Headteacher/ Head of School.

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 which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- a. Activities within a curriculum area
- b. Support education trips and visits
- c. Associated travel costs

Aurora Academies Trust is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. 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.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

1.8 Activities we charge for

For regular activities, the charges for each activity will be determined by the school and reviewed each year. The school will charge for the following activities:

- vi. **Breakfast and After School Clubs** to cover the cost of materials and related staff costs.
- vii. **Income from Sales – non-profit making:** Some goods may be purchased through school for the convenience of parents, pupils or teachers. The school will not seek to make a profit from these sales. Goods in this category include school uniform, book bags, music instruments, etc.
- viii. **Income from Sales – profit making:** Some goods will be sold through the school with the intention of making a profit and thus raising money for the school, PTFA or other charity. Goods in this category include school photographs, bring and buy items, etc. which may be subject to VAT.
- ix. **School meals:** Pupils who are not entitled to free school meals will be charged a set amount.
- x. **Acts of vandalism and negligence:** the Trust Board reserves the right to recover part or all of the cost of damage to buildings or equipment which is the result of vandalism or negligence by a pupil.
- xi. **Examination fees:** if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil attends for examination. If, without a medical certificate explaining the reason, a pupil fails to

complete examination requirements for any public examination for which the Trust school has paid an entry fee, the Trust school may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the school.

1.9 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/ Head of School and will depend on the activity in question.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, after considering specific hardship cases, this will be determined by the Headteacher.

Remissions for residential visits

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- 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)

Children of families who receive these payments are also entitled to free school meals. <https://www.gov.uk/apply-free-school-meals>

The Trust invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise the remission of charges.

1.10 Monitoring arrangements

The Finance Director monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Finance, HR, Audit and Risk Committee at least every two years and assess its implementation and effectiveness.