



# Calder Learning Trust

## Charging and Remissions Policy

Written on	June 2021
Ratified by Governors	June 2021
Review Date (with amendments)	June 2023
Governors Committee	Full Governors

## **Introduction**

Sections 449-462 of the Education Act 1996 sets out the law on charging for activities in schools maintained by Local Authorities in England. This policy incorporates the DfE advice document 'Charging for School activities' 2018, and accurately reflects the advice of the Education Act 1996.

## **Admissions**

There is no charge for admissions.

## **School meals**

There is no charge for pupils who are entitled to free school meals as determined by the Local Authority, or to pupils aged 6 and under who are entitled to universal infant free school meals.

Pupils who are not entitled to free school meals will be charged the advertised price for all food and drink items purchased.

## **Public examinations**

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, or where children have been prepared for the examinations by the school.

## **Activities that take place during school hours**

(Note: this does not include the break in the middle of the school day ie. lunchtime)

- There is no charge for education during school hours with the exception of music tuition (not curriculum music lessons)
- Charges may be made for books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge) for example, revision guides and technology ingredients.

## **Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other institutions
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education

## **Optional extras**

The school may charge for optional extras. Optional extras are:

- education and activities provided outside of school time that are not:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School
  - c) part of religious education
- examination entry fees if the registered pupil has not been prepared for the examination at the School.
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have 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, for example breakfast clubs.

## **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional extras. The level of charge will be determined as each case merits and will be clearly communicated to parents. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

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
- teaching and non-teaching staff directly and solely engaged under contracts for services purely to provide an optional extra.
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. Parental agreement and a willingness to pay an optional charge will always be a prerequisite for the provision of that optional extra.

## **Damage to property and breakages**

Where school property has been wilfully damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

### **Remissions and concessions**

The School will give consideration to the remission of charges to parents or carers whose children receive Free School Meals and/or receive the following support payments:

- Universal Credit in prescribed circumstances
- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Parents who are eligible for the remission of charges will be dealt with confidentially. The headteacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

### **Inability or unwillingness to pay**

Calder Learning Trust are 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. If there is insufficient funding for an activity, 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.