



## **CHARGING AND REMISSION POLICY**

### **Rationale and Aim**

The aim of this policy is to outline FACT's policy for charges to pupils for supplies or services. It also outlines eligibility for remission of charges.

### **Policy**

This policy has been based on the guidance provided by the Department for Education 'Charging for School Activities', October 2014.

Legal requirements Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreement to comply with the law on charging for school activities.

### **Introduction**

The Trust recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences, can make towards pupil's education.

All schools within the Trust aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **Charges**

The Academy Committee reserves the right to make a charge in the following circumstances for activities organised by the school:

1) **School Journeys in School Hours**

The total cost of approved residential activities deemed to take place in school hours.

2) **Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

### 3) **Individual Instrument Tuition**

The cost to the pupil for providing any instrumental tuition provided by peripatetic provision outside the normal curriculum

### 4) **Charging in Kind**

The cost of materials, ingredients, equipment (or the provision of them by parents) for certain curriculum subjects. The Trust authorises schools to reserve the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

### 5) **Lost or Broken School Property**

Schools retain the right to charge parents for the cost of replacing lost items of school property or for broken or damaged school property caused as a result of a pupil's behaviour.

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 school and dependent on the circumstances.

## **School Meals**

The Trust shall determine the cost to be charged for school meals, which must be paid by all pupils except those who have been registered as being entitled to receive free school meals.

## **Extended services**

The Trust is dedicated to providing a well-rounded and extensive education for students which includes a wide range of extra-curricular activities (extended services). Extended services enable schools to provide:

- High-quality learning opportunities either side of the school day.
- Ways of intervening early when children are at risk of poor outcomes
- Ways of increasing pupil engagement.
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.
- Breakfast clubs
- After school clubs to support working parents

Any charges made for these provisions are to cover the cost of non-teaching or teaching staff engaged to provide the activity or brought in to run the club. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **General**

The Trust may from time to time, amend the categories of activity for which a charge may be made within schools. Nothing in this policy statement precludes any of the Trust schools from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

## **Remissions**

Where the parents of a pupil are in receipt of Income Support, Family Credit, if the pupil is eligible for pupil premium, or where there are two or more siblings within a year group attending residential-camp, the Trust permits each school to offer to remit part of/ or all of the cost of any residential activity which is deemed to take place in school hours, or where it forms part of the syllabus for the National Curriculum.

Schools may wish to remit in full, or in part, the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head in consultation with the Executive Head.

Date of review: January 2022

Policy approved by/on: Board of Trustees, 9th February, 2022

Date of next review: January 2024