



King's Academy College Park Charging and Remissions Policy

Aims

Our school aims 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 be made

Introduction

School Governing Bodies and Local Authorities, subject to the limited exceptions referred to in this advice, cannot charge for education provided during school hours. School can, however, invite parents/carers and others to make voluntary contributions.

Whilst King's Group Academies may request voluntary contributions, no child will be excluded from an activity because a voluntary contribution cannot be made on their behalf. There may be times when, if an activity cannot be funded without voluntary contributions, it will need to be cancelled but this will be made clear in any letter sent out regarding the activity. It will also be made clear that there is no obligation to make a contribution.

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 449-462 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.

Definition

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Roles and Responsibilities

The governing board

The governing board has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

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

Below we set out what we **cannot** charge for:

Education

- Admission applications
- 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 national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- 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 governing board or 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



- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where Charges Can Be Made

Below we set out what we **can** charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- 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 or governing board has arranged for the pupil to be provided with education)
- Library books which have been lost / failed to be returned.
- 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)

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
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra



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.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

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

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

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 Trips

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

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. A charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Voluntary Contributions

The school is able to ask for voluntary contribution to fund activities during school hours which would not otherwise be possible.



Some activities for which the school may ask parents for voluntary contributions include (but are not limited to) are:

- School trips
- Visitors/activities in the school e.g. theatre groups, workshops, additional resources to support 'topic' based learning
- Use of the school minibus

Use of the school minibus

Use of the minibus is calculated at:-

£1.00 per child if travelling within Portsmouth

£2.00 per child if travelling outside of Portsmouth (within a 15 mile radius)

If further than 15 mile radius of Portsmouth then a calculation of the petrol costs plus £1.00 per child

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if a contribution cannot be made.

If the school is unable to raise enough funds for an activity or visit then it is likely to be cancelled.

Activities We Can Charge For

The school will charge for the following activities:

Extra-curricular clubs run by school staff

A charge may be levied for participation in extra-curricular activities to meet the costs of materials as needed.

Extra-curricular clubs run by outside agencies

The school will endeavour to select outside agencies that offer best value. Where clubs are run by outside agencies a cost will usually apply. In most cases this payment will be made direct to the agency involved or paid online. The school does not keep a record of payments made to an external club and cannot be held responsible for any payments. Electronic payment options are always recommended rather than cash.

Damage to School Premises or Equipment

Parents may be asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children.

Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Head Teacher or School Business Manager and will depend on the activity in question. A refund request can be made for a contribution given but when the child is unable to attend due to illness to the Head Teacher or School Business Manager.



Remissions For Residential Visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Monitoring Arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the governing body.

Dated: January 2023

Date for review: January 2024

(To be ratified by Governors at the next available meeting)



Appendix 1

Application for Remission of Fees – Residential Trip

Child's Name _____ Class _____

Residential Trip _____

Date of Trip _____

I apply for remission of fees (board & lodgings) only for the above mentioned trip. I confirm that I am in receipt of one of the following benefits:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- the guaranteed element of State Pension Credit;
- Universal Credit;
- Support under part VI of the Immigration and Asylum Act 1999;

I understand that should my circumstances change, so that I am no longer in receipt of one of the above benefits, I will pay the school for the full cost of the trip.

Parent/Carer's Name _____

Parent/Carer's Signature _____

Date _____

Please return form to Mrs T Layton, School Business Manager

