

DOVE HOUSE SCHOOL ACADEMY TRUST

Charging and Remissions Policy

Policy Title	Charging & Remissions Policy		
Author / Reviewer	Finance & Resources Director		
Trustee Committee	Delegated to the Finance, Resources & Audit Committee		
Signed by Kevin Barwick (Chair)			
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Statement of Intent

The Trust Board 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.

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.

This policy complies with our funding agreement and articles of association

1. Charging for education / activities

1.1. We will not charge parents for:

- Education / activities provided during school hours;
- Education / activities provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education;
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sits, if the pupil is being prepared for the re-sits at the school

1.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where the pupil's parent wishes him/her to own them;
- Optional extras (see below);
- Music and vocational tuition (in limited circumstances);
- Examination re-sits if the pupil is being prepared for the re-sits at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus.

2. Optional extras

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

- Education / activities provided outside of school time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Part of religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the school;
- Transport, other than that arranged by the Local Authority (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.

2.2. 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 where the tuition is an optional extra.

2.3. 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.

- 2.4. Participation in any optional activity will be based on parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

3. Transport

- 3.1. 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 Trust 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.
- Transport provided for an educational visit.

4. Residential visits

- 4.1. We will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- The cost of additional teachers to cover for teachers accompanying pupils on visit

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

- 4.3. When parents are notified of a forthcoming trip they will be informed that they will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- 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)

5. Education partly during school hours

- 5.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 5.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 5.3. **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.
- 5.4. Any charges for extended day services will be optional.

6. Voluntary contributions

- 6.1. We may ask for voluntary contributions towards the benefit of the Trust or school activities. If an activity 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 contribute, and notify parents whether assistance is available.
- 6.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or 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.

7. Examination fees

- 7.1. We may charge for examination fees if:
 - The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.
 - The examination is not on the prescribed list, but the school arranged for the pupil to take it.
 - A pupil fails, without good reason, to complete the requirements of any public examination where the Trust or LA originally paid or agreed to pay the fee.

8. Examination re-sits

- 8.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.
- 8.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination be re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

9. Music tuition

- 9.1. 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.
- 9.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.
- 9.3. Charges will not be made if the pupil is looked after by a local authority

10. Damaged or lost items

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

11. Remissions

- 11.1. The trustees have delegated to the Headteacher, decisions about remission of charges but they reserve the right to hear appeals from parents on this issue. 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.
- 11.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:
 - 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)

11.3. To request assistance, parents should contact the school office via 01256 351555 or admin@dovehouseacademy.com