



GREENWOOD ACADEMIES TRUST

Charging and Remissions Policy

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1. Aims

We believe it is important to offer a range of activities and visits that enhance our pupils' educational experience whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

This policy seeks to clearly set out the types of activity that can be charged for and when charges will and will not be made.

Each of our academies will set out further detail in regard to specific activities on their website.

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.

This policy complies with our funding agreement and articles of association.

3. Where charges will not be made

3.1 Education

We will not charge for:

- 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 academy's clearly defined curriculum
 - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - religious education.
- 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.

3.2 Transport

We will not charge for:

- 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 we have 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.

3.3 Music Tuition

We will not charge for music tuition if:

- the teaching is an essential part of the academy's curriculum
- the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- the teaching is for a pupil who is looked after by a local authority.

3.4 Residential Visits

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 academy's clearly defined curriculum
 - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - religious education.
- the cost of supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

4. Where Charges can be Made

4.1 Education

We may charge for:

- any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own them
- optional extras (see section 4.2)
- music and vocal tuition, in limited circumstances (see section 4.3)
- 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.

4.2 Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, we may 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 academy's clearly defined 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 we 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 (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
- the cost of providing non-teaching staff
- the cost of 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 whose parents/carers are unwilling or 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.

It is our expectation that parents/carers will normally contribute at least 75% of the costs which are deemed 'optional extras' excluding any recommended subsistence costs.

Normally parents/carers will be expected to provide any food and drinks for pupils on a day trip. Academy leaders will make suitable arrangements for those pupils entitled to a free school meal.

4.3 Music Tuition

We will 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/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

4.4 Residential Visits

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

4.5 Property - Vandalism, Wilful Damage and Loss

An act of vandalism or wilful damage carried out by any pupil will be dealt with under the Trust's behaviour policy and normally the cost of the damage will be pursued against the pupil.

In relation to personal items, we remind pupils and their parents that they are responsible for all personal property while on school premises or engaged in school activities. This includes high value items, and neither we nor our academies can accept any liability for loss or damage to such property.

5. Voluntary Contributions

As an exception to the requirements set out in section 3 of this policy, we are able to ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible. This might include, for example, non-curricular residential trips.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If we are unable to raise enough funds for an activity or visit then it will be cancelled. It will be made clear in advance if cancellation is a possibility without sufficient contributions.

6. Remissions

In some circumstances, we will not charge for items or activities set out in section 4 of this policy. This will be at the discretion of the Principal or a more senior leader and will depend on the activity in question.

6.1 Remissions for Residential Visits

Parents/carers 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 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)