



Charges & Remissions Policy

Policy Owner:	Director of Finance & Operations
Approved by:	Trust Board
Last reviewed:	December 2024
Next review due by:	December 2025

Due to the evolving nature of The CAM Academy Trust, procedures behind this Policy will be reviewed and amended accordingly to reflect changes.

At the heart of our work lie the six core principles of The CAM Academy Trust. These drive everything that we do.



The Trust recognises the valuable contribution that extracurricular activities, including clubs, out of school trips, residential trips and experiences of other environments can make towards pupils' all-round educational experience and their personal and social development.

We believe all our students, regardless of financial circumstances, should have equal opportunity to access these opportunities.

The Trust, in line with legal requirements and statutory guidance, will not charge for education provided during school hours.

This policy explains the types of charges that may be incurred and how we support families who may encounter financial barriers. We aim 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

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.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Where charges cannot be made

The below sets out what we cannot charge for:

Education

- 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/carer
- 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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have 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, covering for 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/carer wishes the child to own them
- Optional extras
- 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
- Willful damage to school property, equipment or furniture
- Loss or damage (above normal wear and tear) to materials provided by the school

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
- Ingredients and materials where parents wish to keep the finished products, for example taking food or other items home. Alternatively, parents may supply the raw materials directly.
- Specialist, or a large quantity of, materials where a pupil's work exceeds the

requirements of the curriculum

- 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 LA or governing board has 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
- 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 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 that 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/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition, hire of the instrument and any related premise costs.

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
- Individual or group instrumental or vocal musical tuition will incur a charge when tuition is requested by parents and where this is over and above the requirements of the approved examination syllabus.

Applications for assistance based on exceptional hardship or particular circumstances should be made in writing to the school as above. No charges will be made in respect of a looked after pupil in the care of the local authority, and reduced rates will be applied to students identified as Pupil Premium.

Residential visits

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

Early years care

Where a school provides care or tuition to children under compulsory school age, the school may charge fees on a normal trading basis.

Fees will not normally be subject to remission, but Principals may choose to participate in Government schemes providing free or reduced cost childcare hours at their discretion. The Trust may from time to time offer remission schemes for its own staff.

Voluntary contributions

Nothing in this policy shall preclude the Trust, Local Advisory Board or Principals from inviting parents to make voluntary contributions towards the benefit of the school or school activities.

If parents/carers do not contribute, their child will still be given an equal opportunity to take part in the activity. Where an activity is dependent on contributions, that activity might be cancelled if insufficient contributions are received.

We will strive to ensure parents/carers do not feel pressurised into making voluntary contributions.

Remissions

Parents / carers in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- an income related employment and support allowance

To request assistance, parents / carers should contact the school. Principals may offer remissions in other exceptional circumstances. These circumstances should be discussed with the school directly and will be treated in confidence.

Refunds

Most trips will require a non-refundable deposit. This deposit will only become refundable if the trip is cancelled by the school. If a student pulls out of a trip on medical grounds, this will be reviewed on an individual basis.

Where the actual cost of the trip is less than the expected cost that has been charged, refunds of the difference (where more than £20 per person) will be issued.

Monitoring, evaluation and review

The Director of Finance and Operations monitors charges and remissions and ensures these comply with this policy.

The Trust board will review this policy annually and assess its implementation and effectiveness.

Further Guidance

Regulatory framework: Education Act 1996, Sections 449-462; School Admissions Code 2012;

Education (Charges for Early Years Provision) Regulations 2012;

Charges for Music Tuition (England) Regulations 2007