

# **Estuaries Multi Academy Trust**

## **Charging and Remissions Policy**

This Policy describes the circumstances when the parents of children at the academies within the Trust will be asked to pay for school related activities, when they will be asked to make a voluntary contribution to costs and when they will not be asked to pay or contribute.

It also describes Remission; when costs will be waived for children from low income households.

**This Policy was adopted by  
The Trustees of Estuaries Multi Academy Trust  
on 31 March 2021**

# Charging and Remissions Policy

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## 1

### Equality and Safeguarding Statements

- 1.1 This Trust will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy will be subject to an Impact Assessment which will be integral to all reviews.
- 1.2 We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

## 2

### Introduction

- 2.1 The purpose of the Policy is to ensure that there is clarity over those items which the College will provide free of charge and for those items where there may be charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in May 2018.

## 3

### Responsibilities

- 3.1 The Trust Board, through the CEO, CFO and individual school Headteachers will ensure that staff are familiar with and correctly apply the policy. The Trust Finance, Audit and Risk Committee will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

## 4

### Policy Statement

- 4.1 All activities that are a part of the National Curriculum<sup>1</sup> for compulsory school age children,<sup>2</sup> necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the academies and the activity.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at the Trust's academies.

Academies are required, through their funding agreements, to comply with the law on charging for school activities.

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<sup>1</sup> The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject. Academies don't have to follow the national curriculum but must teach a broad and balanced curriculum including English, maths, and science. They must also teach religious education. This Trust is made up of individual academies. We will consider our curriculum to be the national curriculum for this purpose.

<sup>2</sup> Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.

## 5

### Voluntary Contributions

- 5.1 We may ask parents to make a voluntary contribution towards costs for activities during the school day<sup>3</sup> which entail additional costs (for example planned off site visits) . If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The Headteacher or visit leader will also make it clear to parents that there is no obligation to make any contribution. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge and in these circumstances the Academy may ask for a voluntary contribution from parents.

## 6

### Optional activities outside of the school day

- 6.1 We may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Trust's academies, or part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school clubs. Charges will be based on the cost incurred less any specific funding received, except the Breakfast and After Clubs which will be charged at a commercial rate.

## 7

### Education partly during school hours

- 7.1 A charge will 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 College and not part of religious education.

#### A) Non-Residential

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during 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.

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. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

#### B) Residential

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

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<sup>3</sup> Under [The Education \(School Day and School Year\) \(England\) Regulations 1999](#), the school day is split into two half-day sessions, whatever time it starts and finishes. A school half day is any length of time up to 12 hours when the school meets, ending at noon or midnight on any day. 0

## 8

### Music Tuition

- 8.1 Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

## 9

### Residential Trips

- 9.1 There will be **no 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, or
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - part of religious education; and
  - supply teachers to cover for those teachers who are absent from the school accompanying pupils on a residential visit.

The Academy **will charge** for:

Board and lodging (the charge will not exceed the actual costs).

## 10

### Remission

- 10.1 When parents are informed about a forthcoming visit, it will be made clear that 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:

- 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)
- Children who get paid these benefits directly, instead of through a parent or guardian, can also be exempt from payment

- Children can also be exempt if they are both:
  - younger than the compulsory age for starting school
  - in full-time education

(The criteria that entitle families to an exemption from paying for the cost of board & lodging has been aligned with free school meals criteria.)

The Trust Board have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Headteacher of the relevant academy, so that no child is discriminated against. All applications for support/special consideration should be made direct to the Headteacher.

## **11**

### **Calculating Charges**

- 11.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

#### **Policy version:**

This policy was determined by the Estuaries Multi Academy Trust Board on 31.03.2021. It will be reviewed and determined annually.

#### **Contacts for Further Information**

##### **Estuaries Multi Academy Trust Finance Department**

01626 367335 and [finance@estuaries.co.uk](mailto:finance@estuaries.co.uk)

##### **Department for Education**

Charging for School Activities [www.gov.uk/government/publications/charging-for-school-activities](http://www.gov.uk/government/publications/charging-for-school-activities)