CHARGING AND REMISSIONS POLICY
for SCHOOL ACTIVITIES

Review Due:	**December 2021**
Last Review	December 2020
Applicable to:	All Trust Schools
Reviewed By:	SP
Approved By:	Board of Trustees 03.12.20

The Board of Trustees of The Partnership Trust have agreed this policy, therefore this policy applies to all schools within The Partnership Trust.

1. Introduction

This policy follows Department for Education advice as detailed in 'Charging for School Activities' (May 2018).

2. Education

The Partnership Trust will not charge for:-

- an admission application (paragraph 1.9 of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process)
- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- entry for a prescribed public examination, if the student has been prepared for it at the school
- an examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

The Partnership Trust may charge for:-

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- optional extras
- music and vocal tuition, in limited circumstances.
- Certain early years provision [The Education (Charges for Early Years Provision) Regulations 2012]
- Community facilities (Education Act 27.1)

3. Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:-

- education provided outside of school time that is not:-
    1. part of the national curriculum
    2. part of a syllabus for a prescribed public examination that the student is being prepared for at the school
    3. part of religious education

- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport (other than transport that is required to take the student to school or to other premises where the Local Authority/Academy Ambassadors have arranged for the student to be provided with education)
- board and lodging for a student on a residential visit.
- Extended services offered to pupils (eg breakfast club, after school club, playscheme)

In 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, this includes 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 students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

4. Voluntary Contributions

The Partnership Trust may ask for voluntary contributions for the benefit of the school or to enable an activity to take place. If the activity cannot be funded without voluntary contributions, this will be made clear to parents/carers, at the outset. The Trust will also make clear that there is no obligation to make any such contribution.

No student will be excluded from an activity simply because his/her parents/carers are unwilling/unable to pay.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it will be cancelled.

5. Music Tuition

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 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 student's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that a charge may not be made if the teaching is an essential part of the national curriculum. They also make clear that no charge may be made in respect of a student who is looked after by a Local Authority (within the meaning of section 22(l) of the Children Act 1989).

6. Transport

The Partnership Trust will not charge for:-

- transporting registered students to or from the school premises, where the Local Education Authority has a statutory obligation to provide transport
- transporting registered students to other premises where the Trust has arranged for students to be educated

- transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the school
- transport provided in connection with an educational visit that is not an optional extra

7. Residential Visits

The Partnership Trust 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 (see Section 8) if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

The Partnership Trust may charge for:-

- board and lodging (the charge will not exceed the actual cost)

8. 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. However, a charge will only be made for an 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 student is being prepared for at the school and not part of religious education.

- **Non-Residential Activities**

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 students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

- **Residential Visits**

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.

Example 1: Visit During School hours
Students are away from 12.00 noon on Wednesday to 9.00pm on Sunday. This counts as nine half days including five school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit Outside School Hours
Students are away from school from 12.00noon on Thursday until 9.00pm on Sunday. This counts as seven half days including three school sessions, so the visit is deemed to have taken place outside school hours.

9. Remissions

Remissions will be provided for students who are:-

- in receipt of free school meals
- 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)

This will be made clear to parents/carers when they are informed about a forthcoming activity.

Remission given will be:-

Day Trips

- UK: 50%
- Non-UK: 50%

Residential Visits

- cost of board and lodging (calculated for each individual visit).

School Meals

- Information about how schools charge for school meals is available here.

End of policy