

Charging & Remissions

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APPROVED:	10/2023	LEVEL:	Academy Trust
ISSUE:	7	NEXT REVIEW:	09/2024

1. Introduction

- 1.1. At Isleworth & Syon we aim to provide the best educational opportunities for every individual student, irrespective of race, cultural background, religion or gender.
- 1.2. The school policy on charging for activities will aim to ensure that no child is precluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.
- 1.3. Our school aims 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.
- 1.4. The school does **not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.
- 1.5. No charge will be made for education provided outside of 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 academy or part of religious education

2. Legislation and Guidance

- 2.1. 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.
- 2.2. It is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).
- 2.3. This policy complies with our funding agreement and articles of association.

3. Definitions

- 3.1. **Charge:** a fee payable for specifically defined activities.
- 3.2. **Remission:** the cancellation of a charge that would normally apply.

4. Responsibilities

4.1. THE ACADEMY TRUST

- 4.1.1. The trustees of the school recognise the valuable contribution that the wide range of additional activities - including clubs, trips and residential experiences - can make towards students' spiritual, moral, social and cultural development.
- 4.1.2. The Academy Trust aims to provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities. Compulsory charges for activities wholly or mainly within school

hours (not including break times) will not be made, except under the circumstances set out below, but parents/carers may be asked to make voluntary contributions to school costs. If sufficient voluntary contributions are not made for any one activity, the school reserves the right to cancel that activity so that it keeps within the financial budget.

- 4.1.3.** The Academy Trust has overall responsibility for approving and monitoring this policy and delegates this to the members of the Resources & Audit Committee.

4.2. THE CO-HEADTEACHERS

The Co-Headteachers are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3. STAFF

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Co-Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

4.4. PARENTS/CARERS

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where Charges Cannot be Made

Below we set out where charges cannot be made.

5.1. EDUCATION

- 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 national curriculum or the curriculum provided by the school
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - 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/carer
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

5.2. TRANSPORT

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the academy trust or local authority has arranged for students to be educated
- Transport that enables a student 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.

5.3. 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 student is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

6. Where Charges Can be Made

Below we set out where charges can be made.

6.1. EDUCATION

- Any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities
- Examination fees if a student fails, without good reason, to meet any examination requirement for a syllabus, the academy **may** seek to recover the fee from the pupil's parent/carer.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school and the student fails, without good reason, to meet any examination requirement for a syllabus.

6.2. OPTIONAL EXTRAS

6.2.1. 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 student is being prepared for at the school
 - 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 or governing board has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (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.

6.2.2. Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

6.2.3. Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

6.2.4. 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 students who do not wish to participate.

6.2.5. Parental/carer agreement is necessary for the provision of an optional extra which is to be charged for.

6.3. MUSIC TUITION

6.3.1. Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent/carer.

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

6.3.3. Charges cannot be made:

- If the teaching is an essential part of the national curriculum.

- For a student who is looked after by a local authority.

6.4. RESIDENTIAL VISITS

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

7. Voluntary Contributions

- 7.1.** As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities during school hours which would not otherwise be possible.
- 7.2.** Some activities for which the school may ask parents/carers for voluntary contributions include:
- school trips
 - sports activities
 - extra-curricular activities where costs cannot be met from the school budget.
- 7.3.** 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.
- 7.4.** If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities We Charge For

- 8.1.** The school will charge for the following activities:
- 8.1.1.** We will charge for a range of activities e.g., breakfast, after-school and sports clubs.
- 8.1.2.** The full or agreed cost of providing materials, ingredients or equipment in practical subjects held during the school day where parents/carers have indicated, in advance, that they wish to own the finished product. This could also relate to the full or agreed cost for all out of school hours' practical activities - including art, craft or food technology clubs/activities.
- 8.1.3.** The Trustees also intend to recover examination fees paid if a student has not completed coursework or has failed to appear at the examination or part of it without good reason - such as ill health, certified by a medical certificate.
- 8.1.4.** For re-sit examinations, charges may apply. If the student or parent/carer requests a re-sit, a charge will be made. This will cover the cost of the re-sit and the cost of administering the entry. For the current cost of a re-sit, see the Examinations Officer.
- 8.1.5.** The school's published rules on acceptable appearance, behaviour, and use of mobile phones and other electronic devices apply at all times. Should a student not follow expectations then the Trustees reserve the right charge the student or their parent/carer a fee for invigilator cover, currently set at £13.50 / hour and rounded up to the nearest half hour.
- 8.1.6.** Where students are recommended by the school for entry at a specified level of a particular public examination, Trustees will pay only for that entry, on the basis that it represents the examination for which the student has been prepared. The Co-Headteacher is authorised to decide if any student should be allowed to enter for an examination for which he/she has not been prepared by the school. Trustees will charge the full cost for any entry to an examination at a level not recommended by the school.
- 8.2. DAMAGE OR LOSS**
- 8.2.1.** The full or part cost of replacing or restoring furniture or fittings, materials, apparatus, equipment, books or any part of the fabric of the building, damaged or destroyed by the student.
- 8.2.2.** The Trustees expect the Co-Headteachers to take due account of any extenuating circumstances leading to such loss or damage. Where family financial circumstances would prevent the recovery of such costs, students may be required to participate in appropriate activities in support of the school site so that "payment in kind" may be made.
- 8.3. GENERAL**
- The Academy Trust may, from time to time, amend the categories of activity for which a charge may be made.

9. Remissions

- 9.1. 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
 - Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
 - Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year - after tax and not including any benefits).
- 9.2. In other circumstances, there may be cases of family hardship which make it difficult for students to participate in particular activities for which a charge is made. In such a situation, parents/carers will be entitled to apply in confidence to the Co-Headteacher, who is authorised to make any decision, for a remission of all or part of the costs.
- 9.3. Such remission will be made available from the School Fund, donations to the school and/or the Blue School Trust.

10. Retention and Data Protection

As part of the application of this policy, the School may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of the **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). Records will be kept in accordance with our Privacy Notices, our Retention and Destruction Policy and in line with the requirements of the **Data Protection Legislation**.

11. Reviewing

The academy trust will review the policy as required or every year, to ensure the effectiveness of the procedure and make changes where necessary.