

Charging and Remissions Policy

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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. 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 may delegate 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 Co-Headteachers of any concerns or queries regarding the charging and remissions policy.

5. Where Charges Can/Cannot be Made

5.1. ADMISSIONS

The academy 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.

5.2. EDUCATION PROVIDED DURING SCHOOL HOURS

Subject to the limited exceptions outlined in this policy, the academy does not charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

5.3. EDUCATION PROVIDED OUTSIDE OF SCHOOL HOURS

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.

5.4. SCHOOL MEALS

5.4.1. The academy does not charge for school meals where the pupil is eligible for free school meals.

5.4.2. Pupils who are not entitled to free school meals will be charged. This is using an online payment system that all families are informed of when admitted to the school.

5.5. PRESCRIBED PUBLIC EXAMINATIONS

5.5.1. The academy does not charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the academy.

5.5.2. However, if a pupil 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.

5.6. MATERIALS, BOOKS, INSTRUMENTS OR EQUIPMENT

5.6.1. The academy may charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

5.6.2. Such charges will not exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

5.7. MUSIC, INSTRUMENTAL OR VOCAL TUITION

5.7.1. The academy may charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.

5.7.2. The charges will not exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

5.7.3. No charge will be made if the tuition is:

- provided to a pupil who is looked after by a local authority; or
- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the academy.

5.8. TRANSPORT

The academy does not charge for:

- transporting pupils to or from the academy's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority 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 by the academy
- transport provided in connection with an educational visit, unless explicitly stated as part of an optional paid trip

5.9. RESIDENTIAL VISITS

5.9.1. The academy does 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 national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

5.9.2. The academy will charge for board and lodging relating to residential visits (see section 5.10).

5.10. OPTIONAL EXTRAS

5.10.1. The academy does charge for 'optional extras'.

5.10.2. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

5.10.3. Optional extras include:

- education provided outside of school hours that is not 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
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the academy
- other transport (outside of that outlined in section 5.8)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

5.10.4. In calculating the cost of an optional extra an amount will 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, which 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

5.10.5. Any charge for an optional extra will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

6. Voluntary Contributions

- 6.1. The academy may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities.
- 6.2. Where it is intended that an activity is to be funded by voluntary contributions, the Co-Headteachers will ensure that parents/carers are made aware at the outset that:
- the activity cannot be funded without voluntary contributions
 - there is no obligation to make any contribution
 - if insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled
- 6.3. No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

7. Refunds

- 7.1. Request for refunds for activities will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.
- 7.2. In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Co-Headteachers. If approved, refunds will be processed via the original method of payment. 12.3 The academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy on the basis of a pupil's breach of the academy's behaviour policy.

8. Damage to Property and Breakages

- 8.1. Where the academy's property has been wilfully or recklessly damaged by a pupil or parent/carer, the academy may charge those responsible for some or all of the cost of repair or replacement.
- 8.2. Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge those responsible for some or all of the cost

9. Remissions

- 9.1. Parents/carers who can prove they are in receipt of the following benefits may be exempt from paying certain costs (including the cost of board and lodging related to residential visits):
- Income Support
 - Income based Job-seekers Allowance
 - Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Guaranteed Element of State Pension Credit
 - Working Tax Credit run-on
 - Income related employment and support allowance
 - Universal Credit - if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits)

10. Complaints

Complaints regarding this policy or its application should be raised under the academy's usual complaints procedure.

11. 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**.

12. 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.