



Trust Wide
Secondary Charging and Remissions Policy

| Reviewed By | Approved By | Date of Approval | Version Approved | Next Review Date |
|--------------------|--------------------|-------------------------|-------------------------|-------------------------|
| P. Brook | Trust Board | July 2022 | V1.3 | July 2023 |
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| Document Properties | |
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| Abstract | |
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| Version History | | | |
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| Date | Version | Status | Summary of Changes |
| Dec 21 | V1 | Draft | |
| June 22 | V1.2 | Draft | Make changes to reflect secondary academies only |
| July 2022 | V1.3 | New | Approved by Trust board and minor change made to LGB terminology |
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| For the purpose of this policy the following representatives need to sign off this document: | |
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| Role/Department & Responsibilities | Name |
| Chief Executive Officer | Mick Kay |
| Trust Board | Mike Reddy |
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| Website: | |
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| Yes/No | Yes |

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1. The aims of this Policy

1.1 This policy will:

- Provide a trust-wide consistent approach to charging and remissions for all Secondary academies
- Ensure there is clarity and transparency for all stakeholders and particularly parents/carers on activities that can be charged for, when charges will be made and what these charges cover
- Ensure that there are arrangements for equality of access for all students in our academies, this includes consistency with Secondary academies

1.2 This policy satisfies the requirement for the Trust to comply with relevant legislation and statutory guidance and is based on the following advice from the Department for Education (DfE):

- Sections 449-462 of the Education Act 1996 sets out the law on charging for activities in schools maintained by local authorities in England.
- <https://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III>
- Academies are required through their funding agreements to comply with the law on charging for Academy activities.
- DfE advice document 'Charging for School activities' 2018
- <https://www.gov.uk/government/publications/charging-for-school-activities>

This policy complies with our Funding Agreement and Articles of Association.

1.3 Definitions

Charge: a fee payable for specifically defined activities.
Remission: the cancellation of a charge which would normally be payable.

2. The Trust's approach to charging and remissions

Impact Education Trust is committed to ensuring:

- Fairness and transparency in its charging and remissions
- Removal of barriers to activities for those who are least able to afford these
- Value for money for the tax-payer
- Our academies are supported to be sustainable and efficient organisations.

3. Roles and responsibilities of the Trust Board, Governors and academy staff

3.1 The Trust Board

The Trust Board has overall responsibility for approving the charging and remissions policy.

3.2 The Governing Body

The governing body also has overall responsibility for monitoring the implementation of this policy.

3.3 Headteachers

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

3.4 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher/Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
- The academy will provide staff with appropriate training in relation to this policy and its implementation.

3.5 Parents

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

4. Where charges cannot be made

Below we set out what all our Secondary academies cannot charge for:

4.1 Education

- Admission applications
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside academy hours if it is part of:
 - The national curriculum (although academy trusts do not have to follow the national curriculum, no charges for education that is part of the national curriculum can be made)
 - A syllabus for a prescribed public examination that the student/student is being prepared for at the academy
 - 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/student's parent
 - Entry for a prescribed public examination if the student/student has been prepared for it at the academy

- Examination re-sit(s) if the student/student is being prepared for the re-sit(s) at the academy.

4.2 Transport

- Transporting registered students to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board 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 academy
- Transport provided in connection with an educational visit.

4.3 Residential visits

- Education provided on any visit that takes place during academy hours
- Education provided on any visit that takes place outside academy 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 academy
 - Religious education
 - Supply teachers to cover for those teachers who are absent from the academy, accompanying students on a residential visit.

5. Where charges can be made

Below we set out what our academies can charge for:

5.1 Secondary Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 5.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the student/student is being prepared for the re-sit(s) at the academy and the student fails, without good reason, to meet any examination requirement for a syllabus.
- *[Add Academy-specific activities e.g., breakfast, after school and sports clubs*
- *The charge for each is calculated here and includes e.g., transport/buildings/insurance costs*
- *For regular activities, the charges for each activity will be determined by the governing board and reviewed in [month] each year. Parents will be informed of the charges for the coming year in [month] each year.]*

5.2 Secondary Optional extras

Our academies are able to charge for activities known as 'optional extras'. In these cases, academies can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of academy time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student/student is being prepared for at the academy
 - Religious education
 - Examination entry fee(s) if the registered student/student has not been prepared for the examination(s) at the academy
 - Transport (other than transport that is required to take the student/student to the academy or to other premises where the local authority or governing board has arranged for the student/student to be provided with education)
 - Board and lodging for a student/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.

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

In cases where a small proportion of the activity takes place during academy hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

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

5.3 Music tuition

Academies 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.

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

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 student who is looked after by a local authority.

5.4 Residential visits

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

6. Voluntary contributions

6.1 As an exception to the requirements set out in section 4 of this policy, our academies are able to ask for voluntary contributions from parents to fund activities during academy hours which would not otherwise be possible.

Some activities for which the academy may ask parents for voluntary contributions include: [*Insert activities that the academy may ask for voluntary contributions for e.g., academy trips, sports activities*]

6.2 Inability or unwillingness to pay

IMPACT Education MAT is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

7. Remissions

In some circumstances, academies may not charge for items or activities set out in sections 5 and 6 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

7.1 Remissions for residential visits

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 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)

7.2 ***[Insert details of any other circumstances in which your academy will remit (wholly or partly) any charge that would otherwise be payable].***

8. Monitoring arrangements

The *Governing Body* monitors charges and remissions locally and ensures these comply with this policy as determined by the Trust Board including the important principle of this policy that no student/student should face barriers to participation or opportunity.

This policy will be reviewed by the Trust Board annually.

At every review, the policy will be approved by the Trust Board.

| Sign off | |
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| Adopted by IMPACT Trust Board on: | 18 July 2022 |
| Chair of IMPACT Trust Board: | Mike Reddy |
| IMPACT Board Trustee: | Mick Kay |
| Next Review Date: | July 2023 |