

LONDON SOUTH EAST ACADEMIES TRUST
CHARGING AND REMISSIONS POLICY STATEMENT

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LONDON SOUTH EAST ACADEMIES TRUST

CHARGING AND REMISSIONS POLICY STATEMENT

Aims

Our Trust 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

Legislation and guidance

This policy statement 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.

This policy statement complies with our funding agreement and articles of association.

Definitions of the terms are as follows:

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The role of the Trust Board:

The Trust Board has overall responsibility for ensuring that each school / hub of schools has an approved Charging and Remissions Policy. London South East Academies Trust delegates the responsibility for approving this policy to the individual hub Local Governing Bodies who must review the policy annually. The LGB also has overall responsibility for monitoring the implementation of this policy.

The role of the Executive Head Teacher:

The Executive Headteacher is responsible for ensuring that Heads of School implement the policy and that staff are familiar with the charging and remissions policy in order that it is being applied consistently.

The role of staff:

Staff are responsible for implementing the charging and remissions policy consistently and

notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

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

Where charges cannot be made

Academies within the Trust cannot charge for:

Education

- Admission applications or support for parents in completing admission applications to other schools
- 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 academy curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil 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

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 academies' curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

Our academies may charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, our academies may 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 pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

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

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

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a pupil who is looked after by a local authority

Residential visits

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

Voluntary contributions

As an exception to the requirements set out in this policy statement, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. These exceptions are locally determined within each academy hub.

Examples of activities for which the school may ask parents for voluntary contributions include:

- School trips (eg. trips to the theatre)
- Sports activities

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Charged Activities

The Charging and Remissions Policy for each hub outline activities or types of activities for which the schools will charge. How these charges are calculated is communicated locally to parents by the academy responsible.

Remissions

In some circumstances the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question. This is outlined further in the hub policies. Remission for residential visits is determined locally on a case by case basis at the discretion of the Head of School but within the scope of the hub Charging and Remissions Policy.

Other Charges

Other charges may be outlined in each hub's Charging and Remissions Policy but these will be related to charging of other bodies and not related to charging children or their families.

LSEAT Policy Statement Monitoring Arrangements

The Chair of the LGB monitors charges and remissions, and ensures these comply with local policy which is only approved in line with the Trust Policy Statement.

This Policy Statement is reviewed annually alongside local arrangements for hub Charging and Remissions Policies.