



PACE Academy Trust

Charging & Remissions Policy

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Author		Linda Weight	
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1. Aims

PACE Academy 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.

2. Legislation and guidance

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 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 complies with our funding agreement and articles of association.

3. Definitions

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

4. Where charges cannot be made

Below we set out what we **cannot** charge for:

4.1 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
 - 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

4.2 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 provided in connection with an educational visit

4.3 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 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

5. Where charges can be made

Below we set out what we **can** charge for:

5.1 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

5.2 Optional extras

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
 - Religious education
 - 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, nursery sessional care, 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 directly 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.

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 pupils 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

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.

5.4 Residential visits

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

6. Voluntary contributions

As an exception to the requirements set out in section 4 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. These activities may be to enhance learning that is part of the national curriculum.

Some activities for which the school may ask parents for voluntary contributions include: school trips, sports activities such as swimming, some musical group activities, additional resources for practical activities such as food technology or instruments for whole class teaching.

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.

Contributions may be requested for the replacement of lost or damaged equipment such as books and musical instruments loaned to pupils.

7. Activities we charge for

The school will charge for the following activities: breakfast, after-school and sessional nursery care; residential visits, some school clubs.

The charges are calculated taking into account staffing, building and insurance costs.

For regular activities, the charges for each activity will be determined by the governing board of the school and reviewed each year. Parents will be informed of the charges at the start of the academic year.

The Trust has a separate lettings policy that sets out our approach to charges for letting out our premises to third parties. Our lettings may charge for the services they provide from our premises.

8. Remissions

A range of financial support may be available to those who wish their child to take part in activities for which there is a charge but who find the costs difficult to afford. We encourage you to discuss confidentially the support available with a member of the school leadership team. You may choose to talk to your child's class teacher in the first instance to arrange a follow up conversation in private with one of our school leaders.

In cases of hardship Head Teachers and Heads of School have authority to waive or reduce charges up to certain limits. Funding may also be available for certain groups of disadvantaged children to help meet costs, for example, of part or all of the cost of a residential visit.

9. Free School Meals

Parents and carers may qualify on the basis of their income for their child to receive Free School Meals. We will regularly ask parents to check their eligibility for Free School Meals and for extra school funding (known as Pupil Premium). Pupil Premium funding is a grant for the school from the government to help schools improve the attainment of their disadvantaged pupils.

You can check if your child is eligible for Free School Meal and Pupil Premium funding through this link <http://www.pps.lgfl.org.uk/>. You will need to complete an application for each child in your family.