

Creating Tomorrow Trust
Charging and Remissions Policy



About this document:

Purpose

The purpose of this policy is to ensure that families, staff, governors and trustees are aware how the schools/college will enable all students to access school/college activities and the process for charging that may occur to enable these to happen.

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1. Intent and Aims

Creating Tomorrow Academy Trust Board of Trustees recognise the valuable contribution that the wide ranges of additional activities, including visits, clubs and residential experiences can make towards students' education. The Local Governing Bodies of the schools/college aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of each academy/college and as additional optional activities. To make school/college activities accessible to students regardless of family income. To provide a process which allows activities to take place at a minimum cost to parents/carers, students and each school/college and which acknowledges the cost of such activities to each schools/college budget.

2. Legislation and Guidance

The law states that education provided during school/college hours must be free of charge. This definition includes materials, equipment and transport (*including public transport, where necessary, to work placements or other offsite education provision*) provided in school/college hours by each school/college. No student may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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. Procedures

Each school/college Local Governing Body reserves the right to make a charge in the following circumstances for activities organised by their school:

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3.1 Residential activities taking place largely during School/College hours.

The full cost is to be paid for board and lodging. Parents/carers have the right to claim 50% off the costs if they are in receipt of the following state benefits:

- Universal Credit
- Income Support/ Income based job seekers allowance
- Support under Section VI of the Immigration and Asylum Act 1999 Working Tax Credit and an annual income that does not exceed the published Inland Revenue threshold.

3.2 Activities outside School/College hours.

The full cost to be paid for all approved activities deemed to be optional extras that are not a necessary part of each school/college curriculum.

3.3 Individual Instrumental Tuition

The full cost to be paid for providing any instrumental tuition that is not an essential part of each school/college curriculum or examination syllabus.

3.4 Examinations

There will be no charge to parents/carers for entry to external examinations, unless they wish to alter each school/college recommendations. Entry fees may be claimed from parents/carers of pupils who fail to complete examination requirements.

Examination re-sits:

- Where a school/college judges it to be beneficial to the educational progress of students to re-sit examinations, the school will fund the entry fees.
- In cases where students are entered to re-sit examinations at the request of parents/carers, despite the schools/colleges view that the re-sit will not be beneficial, parents/carers will fund the entry fees.

3. Roles and Responsibilities

There will be no obligation for any parent to make a voluntary contribution towards the cost of School/College activities. Students will not be treated differently whether or not their parents/carers have made a contribution.

Parents/carers may be asked for a reduced contribution of 50% if they are in receipt of the following state benefits:

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- Universal Credit
- Income Support/ Income based job seekers allowance
- Support under Section VI of the Immigration and Asylum Act 1999 Working Tax Credit and an annual income that does not exceed the published Inland Revenue threshold.

The Local Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship.

When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. The Headteacher/Principal in consultation with the Chair of Governors will make authorisation for such remission.

5. Voluntary Contributions

As an exception to the requirements set out in section 3 of this policy, the school/college is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school/college may ask parents/carers for voluntary contributions include:

- Ingredients or other materials, required for use in the curriculum, which will be taken home when work with them has been completed.
- Entrance fees to places visited as part of the curriculum, and any associated travel costs.
- Additional clothing required for specific curriculum activities.

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.

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

6. General

Creating Tomorrow Trust may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes Creating Tomorrow or the schools/college Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in school/college time.

Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying student will be excluded on the grounds of voluntary contributions.

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7. Monitoring Arrangements

The Audit & Risk Committee will monitor the Charges and Remissions policy, and ensures schools/college comply with this policy. This policy will be reviewed and approved by the Audit & Risk Committee annually.

8. Links with other Policies

- Funding Agreement
- Articles of Association