



## **Charging and Remissions Policy**

Tees Valley Education Trust

Version:	1.0
Ratified by:	Trust Board
Date ratified:	16/05/18
Name of originator/author:	Trust Business & Resource Manager
Circulated to:	All staff, Trust/Academy Websites
Date issued:	21/05/18
Review date:	Annual (Spring)
Target audience:	All Trust employees, parents/carers



TABLE OF CONTENTS

1 STATEMENT OF INTENT.....	3
2 LEGAL FRAMEWORK.....	3
3 CHARGING FOR EDUCATION .....	3
4 OPTIONAL EXTRAS.....	4
5 EXAMINATION FEES .....	4
6 EXAMINATION RE-SITS .....	4
7 VOLUNTARY CONTRIBUTIONS .....	5
8 MUSIC TUITION .....	5
9 TRANSPORT .....	5
10 RESIDENTIAL VISITS .....	5
11 EDUCATION PARTLY DURING ACADEMY HOURS.....	5
12 DAMAGED OR LOST ITEMS.....	6
13 REMISSIONS .....	6

## **1 STATEMENT OF INTENT**

Tees Valley Education is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of academy trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for academy activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during academy hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

## **2 LEGAL FRAMEWORK**

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for Academy Activities'
- DfE (2017) 'Governance Handbook'
- 'Our Funding Agreement'

## **3 CHARGING FOR EDUCATION**

We will not charge parents for:

- Admission applications.
- Education provided during academy hours.
- Education provided outside academy 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.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the academy.
- Examination re-sits, if the pupil is being prepared for the re-sits at the academy.

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

#### **4 OPTIONAL EXTRAS**

We may charge parents for the following optional extras:

- Education provided outside of academy time that is not:
  - Part of the national curriculum.
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy.
  - Religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the academy
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

When calculating the cost of optional extras, the academy will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The academy will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. If a proportion of the activity takes place during academy hours, we will not charge for the cost of alternative provision for those not participating.

#### **5 EXAMINATION FEES**

We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs), but the pupil was not prepared for it at the academy.
- The examination is not on the prescribed list, but the academy arranged for the pupil to take it.

A pupil fails, without good reason, to complete the requirements of any public examination where the Academy or Local Authority originally paid or agreed to pay the fee.

#### **6 EXAMINATION RE-SITS**

Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the academy, re-sits must be taken at the academy.

If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the academy will not be charged by the awarding body and the parent/pupil will have their fees refunded.

## **7 MUSIC TUITION**

Music tuition is the only exception to the rule that all education provided during academy hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil’s parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **8 TRANSPORT**

We will not charge for:

- Transporting registered pupils to or from the academy premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the Academy or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the academy.
- Transport provided for an educational visit.

## **9 RESIDENTIAL VISITS**

We will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

## **10 EDUCATION PARTLY DURING ACADEMY HOURS**

If 50 percent or more of the time spent on an activity occurs during academy hours (including time spent travelling if the travel occurs during academy hours), it is deemed to take place during academy hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during academy hours, it is deemed to have taken place outside academy hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education.

## **11 VOLUNTARY CONTRIBUTIONS**

Parents will be invited to make a voluntary contribution where there is a chargeable fee outlined in sections 6-10 of this policy. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

If insufficient voluntary contributions are raised to fund an activity, and the academy cannot fund it via another source, the activity will be cancelled.

## 12 DAMAGED OR LOST ITEMS

The academy may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

## 13 REMISSIONS

In order to remove financial barriers from disadvantaged pupils, the academy has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced to parents in particular circumstances:

- For parents that qualify for pupil premium (free school meals) and
- Parents in receipt of any of the following benefits, are also eligible to claim pupil premium:
  - Universal Credit
  - Income Support
  - Income Based Jobseekers Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance

Each academy offers a free, online free schools meal service, which will allow parents to directly check their eligibility or you can ask the academy office staff to assist you by logging onto [www.cloudforedu.org.uk/ofsm/sims/](http://www.cloudforedu.org.uk/ofsm/sims/)

To request assistance, parents should contact the academy business manager.

Brambles Primary Academy	Email: <a href="mailto:brambles@teesvalleyeducation.co.uk">brambles@teesvalleyeducation.co.uk</a> Tel: 01642 210704
Dormanstown Primary Academy	Email: <a href="mailto:dormanstown@teesvalleyeducation.co.uk">dormanstown@teesvalleyeducation.co.uk</a> Tel: 01642 483696
Pennyman Primary Academy	Email: <a href="mailto:pennyman@teesvalleyeducation.co.uk">pennyman@teesvalleyeducation.co.uk</a> Tel: 01642 314750