

Charging and Remissions Policy

1. Statement of Intent

The Aspire Federation 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 school trips, activities and educational extras.

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

We promise:

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

2. General

2.1. Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for charges in connection with school activities and school visits.

2.2. The policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DfE "Charging for School Activities" (May 2018).

2.3. The policy makes the distinction between those school activities and school visits undertaken at The Aspire Federation ("the Federation") for which the governing body is prohibited from charging and those school activities and school visits for which it is permitted to charge.

2.4. The policy will also have consideration for, and be compliant with:

- The Charges for Music Tuition (England) Regulations 2007
- DfE (2020) Governance handbook

3. Prohibition of Charges

The Federation is prohibited from charging in respect of the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment). The only circumstances where this does not apply is when admission is for the purpose of –

Part-time education suitable to the requirements of persons of any age over compulsory school age;

Full-time education suitable to the requirements of persons who have attained the age of 19; i.e. Adult Education.

A parent of a pupil registered at a school may not be charged for or asked to supply any materials, books, instruments or other equipment for use in connection with the statutory education provided in school, or a syllabus for a prescribed examination for which the pupil has been prepared at the school.

- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education or early years provision in pursuance of the duty imposed by Section 7 of the Childcare Act 2006.

Where an activity takes place partly during and partly outside school hours a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of the syllabus for a prescribed public examination that a pupil is being prepared for at the school and not part of religious education.

The basis for determining whether the activity is deemed to take place either inside or outside school hours is if 50% or more of the time together with any connected school travelling time falls during school hours, so much of the education provided during that period as is provided outside school hours shall be treated as provided during school hours. In any other case so much of the education provided during that period as is provided during school hours shall be treated as provided outside school hours. School hours do not include the break in the middle of the day.

“Connected school travelling time” means time spent during school hours by the pupils taking part in the activity concerned in getting to or from the place where the activity takes place.

Where any education is provided on a residential trip if the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip. (Half day means any period of 12 hours ending with noon or midnight on any day). It is deemed to have taken place during school hours (even if some activities take place late in the evening).

- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

The Federation cannot charge if the teaching is part of the national curriculum; where the tuition is part of the syllabus for a public examination for which the pupil is being prepared for by the school or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school. Charges cannot be made in respect of an entry of a registered pupil at the school for a prescribed public examination in any syllabus for that examination for which the pupil has been prepared at the school.

- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- Charges will not be made for transport provided for a registered pupil where the transfer is either incidental to the statutory education provided for the pupil at the school or is required to allow a pupil to meet any examination requirements for any syllabus for a prescribed public examination for which the pupil has been prepared at the school.

For these purposes, transport is incidental to statutory education provision if it is provided for the purpose of carrying such pupils to or from any part of the school premises in which education is provided or, to and from any place outside the school premises where such provision is made.

4. Permitted Charges

Charges may be made for some activities that are known as “optional extras”:
Optional extras are:

- (i) Education provided outside of school time that is not:
 - (a) part of the national curriculum;
 - (b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - (c) part of religious education.
- (ii) Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- (iii) Additional transportation costs, which are not incidental to the education provided to registered pupil;
- (iv) Board and lodging for a pupil on a residential visit but the charge will not exceed the actual cost;

Parents may be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999S

The guaranteed element of Pension Credit

Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

- (v) extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

- Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the pupil, where the parent has indicated in advance of the payment that they wish the article to be owned by the pupil/parent.
- Examination fees where the governing body of the school have paid or are liable to pay a fee in respect of the entry of the pupil at the school for a public examination in any syllabus for that examination and the pupil fails without good reason to meet any examination requirement for that syllabus the school may recover the amount of the fee from the pupil's parent.
- Music and vocal tuition. Charges may be made for vocal or instrumental tuition provided either individually, or to a group of two or more pupils, provided that the tuition is provided at the request of the pupil's parents. If the pupil is looked after by the Local Authority (within the meaning of Section 22(1) of the Children Act 1989) no charge may be made.
- Certain early years provision. The Federation can charge for education which is early years provision provided that the early years provision is not made in pursuance of the duty imposed by Section 7 of the Childcare Act 2006 or for early years provision for a pupil who is of compulsory school age.
- The provision of facilities that can be used by the local community such as out of hours/holiday child care, summer school and sports club.

Any charge that is raised will be payable by the parents of the pupil concerned and will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

- Use of community facilities in line with the schools Letting and Community Use Policy.

5. Voluntary Contributions

5.1. Schools may invite parents and others to make voluntary contributions, for the benefit of the school or any other school activities. However, if the activity cannot be funded without voluntary contributions the governing body and headteacher should make this clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.

5.2. The governing body or headteacher must also make it clear to parents that there is no obligation to make any contribution. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

5.3. The information sent to parents and schools should make it clear at the outset what the policy for allocating places on school visits will be.

6. Damaged or lost items

6.1. In some circumstance the school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

Date approved:	12.07.23
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Signed Executive Headteacher:	C Taylor
Signed Chair of Committee:	J Baumber