



**GEORGE
DIXON
ACADEMY**

CHARGING AND REMISSIONS POLICY

Date Created:	October 2015
Last Review:	July 2025
Reviewed By:	Timothy Lewis Finance Director
Approval Date:	15 th July 2025
Approved By:	Academy Trust Board
Next Review:	June 2027

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Statement of intent

George Dixon Academy is committed to ensuring equal opportunities for all students, 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.

The Academy will:

- Never charge for education provided during school hours.
- Inform families on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

We aim:

- To have robust, clear processes in place for charging and remissions.
- To clearly set out the types of activity that can be charged for and when charges will be made.

1. Legal framework

- This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:
 - Education Act 1996
 - Childrens Act 1989
 - The Charges for Music Tuition (England) Regulations 2007
 - The Education (Prescribed Public Examinations) (England) Regulations 2010
 - Freedom of Information Act 200
 - DfE (2018) 'Charging for School Activities'
 - The Trust's Funding Agreement
 - Academy Trust Handbook
 - Academies Act 2010
 - Academy Trust Governance Guide
 - What academies and further education colleges must or should publish online.

2. Definitions

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

3. Roles and Responsibilities

- **The Academy Trust**

The Academy Trust has overall responsibility for approving the charging and remissions policy.

The Academy Trust also has overall responsibility for monitoring the implementation of this policy.

- **The Co- Headteachers**

The Co- Headteachers are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

- **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the Co-Headteacher of any specific circumstances which they are unsure about or where they are not certain the policy applies

4. Where charges cannot be made

Below we set out what George Dixon Academy cannot charge for:

- **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
 - A syllabus for a prescribed public examination that the student is being prepared for by the Academy
 - Religious education.
 - Instrumental or vocal tuition for students learning individually or in groups unless the tuition is provided at the request of the student's parents.
 - Entry for a prescribed public examination, if the student has been prepared for it at the Academy
 - Examination re-sit(s), if the student is being prepared for the re-sit(s) at the Academy.
- **Transport**
 - Transporting registered students to or from the Academy premises, where the Local Authority has a statutory obligation to provide the transport.
 - Transporting registered students to other premises where the Academy Trust or Local Authority has arranged for students to be educated.
 - Transport that enables a student to meet an examination requirement when he or she has been prepared for the examination at the Academy.
 - Transport provided in connection with an educational activity or 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:

- The national curriculum
- A syllabus for a prescribed public examination that the student is being prepared for at the Academy
- Religious education.
- Supply teachers to cover for those teachers who are absent from the Academy accompanying students on residential visits

5. Where charges can be made

Below we set out what George Dixon Academy can charge for:

• Education

- Any Materials, books, instruments or equipment provided where the student's parent wishes him or her to own them.
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- The use of Community facilities and other commercial activities
- Provision of information within the scope of the freedom of information.

• Optional extras

We are able to charge for activities known as "optional extras". In these cases George Dixon Academy can charge for providing materials, books, instruments or equipment.

The following are optional extras:

- Education provided outside of school time that is not:
 - The national curriculum.
 - A syllabus for a prescribed public examination that the student is being prepared for at the Academy.
 - Religious education.
- Examination entry fee(s) where the student has not been prepared for the examination(s) at the Academy
- Transport (other than transport that is required to take the student to the Academy or to other premises where the Local Authority/Academy Trust has arranged for the student to be provided with education)

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

- Any materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff (including TAs)

- 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 vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students 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 students who do not wish to participate

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

- **Music Tuition**

George Dixon Academy can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student'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 student who is a looked after child

- **Education partly during school hours**

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

Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school 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 school, or part of Religious Education.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Any charges for extended day services will be optional.

- **Residential visits**

George Dixon Academy can charge for board and lodging on non-curriculum residential visits, but the charge must not exceed the actual cost.

The school will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.

Supply teachers to cover for teachers accompanying pupils on visits

- **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.

6. Voluntary contributions

As an exception to the requirement set out in Section 4 of this policy, George Dixon Academy is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities which the Academy may ask parents for voluntary contributions include:

- School Trips

- Sports activities
- Enrichment 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 Academy is unable to raise enough funds for an activity or visit then it will be cancelled.

7. Remissions

In some circumstances the Academy may not charge for items or activities set out in section 5 of this policy. This will be at the discretion of the Academy Trust

Parents in receipt of any of the following benefits may request assistance with the cost of activities:

- Universal credit if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (After tax and not including any benefits they receive)
- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credits and have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit

To request assistance, families should contact the Headteacher..

8. Monitoring and Review

- The Chair will be responsible for monitoring the Academy's compliance with this policy. This policy should be reviewed bi-annually by the Academy Trust but may include consultation with other person(s) as appropriate.
- This policy is to be amended by appropriate persons in line with the recommendations made by the Governing Body or Finance & Audit Committee.