



Charging and Remissions Policy

Version	Author	Dated	Status
1	Compliance Officer	07.02.2018	Approved by Trustees
2	DCEO	23.03.2021	Approved by A,R&R
3	DCEO	29.11.2022	Approved by Trustees
4	Central Team	25.03.2025	Approved by A,R&R

Aim

The aim of Elevate Multi Academy Trust (Elevate) and its academies is to :

Have robust, clear processes in place for charging and remissions.

Clearly set out the types of activity that can be charged for and when charges will be made.

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some children from taking full advantage of these opportunities.

Appendix 1 sets out the charges of each academy.

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

This policy complies with the Funding Agreements and Articles of Association.

Links with Other Policies

Elevate Lettings policy

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable.

Roles and Responsibilities

Elevate Board of Trustees

The board of trustees have delegated the overall responsibility for approving the Charging and Remissions policy to Elevate's Audit, Risk and Resources committee, and Appendix 1 of the policy to the Local Committee of the named academy.

The Local Committee have overall responsibility for monitoring the implementation of this policy in their academy, whilst delegating the day-to-day functions to the head teacher.

The head teacher

The head teacher is responsible for ensuring staff are familiar with the Charging and Remissions policy, and that it is being applied consistently.

Academy Staff

Elevate staff are responsible for:

Implementing the charging and remissions policy consistently;

Notifying the head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers

Parents/carers are expected to notify staff or the head teacher of any concerns or queries regarding this policy.

Where Charges Cannot Be Made

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 child is being prepared for at the academy;
- Religious education.

Instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is provided at the request of the child's parent;

Entry for a prescribed public examination if the child has been prepared for it at the academy;

Examination re-sit(s) if the child is being prepared for the re-sit(s) at the academy.

Transport

Transporting registered children to or from academy premises, where the local authority has a statutory obligation to provide transport;

Transporting registered children to other premises where the trustees or local authority has arranged for children to be educated;

Transport that enables a child to meet an examination requirement when he or she has been prepared for that examination at the academy;

Transport provided in connection with an educational 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 part of:

- The national curriculum;
- A syllabus for a prescribed public examination that the child is being prepared for at the academy;
- Religious education.

Supply teachers to cover for those teachers who are absent from the academy accompanying children on a residential visit.

Where charges Can Be Made

Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them;
Optional extras (see below);
Music and vocal tuition, in limited circumstances;
Certain early years provision; Community facilities.

Optional Extras

Elevate and its academies are able to charge for activities known as 'optional extras'. In these cases, an academy can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of academy time that is not part of: ○

The national curriculum;

- A syllabus for a prescribed public examination that the child is being prepared for at the academy;
- Religious education.

Examination entry fee(s) if the registered child has not been prepared for the examination(s) at the academy;

Transport (other than transport that is required to take the child to the academy or to other premises where the local authority/trustees has arranged for the child to be provided with education);

Board and lodging for a child on a residential visit;

Extended day services offered to children (such as breakfast clubs, after-school clubs, 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 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 children will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of children participating. Any charge will not include an element of subsidy for any other children 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 children 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:

The academy can charge for vocal or instrumental tuition provided either individually or to groups of children, provided that the tuition is provided at the request of the children's parent/carer.

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;

If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme;

For a child who is looked after by a local authority.

Residential Visits;

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

Voluntary Contributions

As an exception to the requirements set out in this policy, an academy is able to ask for voluntary contributions from parents/carers to fund activities during school hours which would not otherwise be possible.

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

School trips;

Sports 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 an academy is unable to raise enough funds for an activity or visit, then it will be cancelled.

Remissions

In some circumstances an academy may not charge for items or activities. This will be at the discretion of the Local Committee and will depend on the activity in question.

Remissions for Residential Visits:

Parents who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging for residential visits:

Universal credit in prescribed circumstances;
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) does not exceed £16,190
The guarantee element of State Pension Credit;
Income-related Employment and Support Allowance
Working Tax Credit run-on paid for 4 weeks after Working Tax Credit qualification ceases
Children receiving pupil premium

Monitoring Arrangements:

The Head teacher monitors charges and remissions, and ensures these comply with this policy.

Appendix 1 will be reviewed by the Local Committee every year.

Appendix 1

Hackness & Wykeham Church of England Primary School

Activities this academy charges for

The academy will charge for the following activities: *Extra curricular clubs offered by specialists such as sports clubs via Parentpay.*

Before and After School

Wrap Around Care (Wykeham)

Breakfast Club Monday to Friday 8:00am to 8:50am £3.50 per session including a drink and snack.

Stay and Play Monday & Tuesday 3:20pm to 5:00pm £4.00 collection up to 4:00pm per session, £8.00 collection after 4:00pm per session including a drink and snack.

Wrap Around Card (Hackness)

Breakfast Club Monday to Friday 8:00am to 8:40am £2.50 per session.

Big Footsteps Monday to Thursday 3:10pm to 4:30pm

3:10pm – 4:00pm - £4.00 per session

4:00pm – 4:30pm - £2.50 per session including a drink and snack.

Academy Meals:

There is no charge for children who are entitled to free academy meals or infant free academy meals. Children who are not entitled to free academy meals will be charged as per the displayed prices.

The charges for academy meals (pupil/nursery and adult) will be determined by the board of trustees and reviewed at least annually. Parents/carers and staff will be given a minimum of 4 weeks' notice of any changes to meal charges.

Other Regular Activities:

For regular activities, the charges for each activity will be determined by the Local Committee and reviewed at least annually. Parents/carers will be given a minimum of four weeks' notice of any changes to charges.

Fundraising:

An academy will seek to support and acknowledge any fund-raising activities organised by the (*Friends of Hackness and Friends of Wykeham*) or any other community bodies with whom an academy agrees to be associated in raising funds for the academy.

Whilst an academy will seek and encourage sponsorship, the nature and conditions of the sponsorship and of the sponsoring body will be considered by the head teacher and the trust before entering into any formal commitment.

Early Years Provision:

There will be no charge made by an academy for the Statutory 15 hours per week or 30 hours per week funding Early Years provision in line with other statutory educational provision by the academy.

Where an academy provides additional hours options for parents or carers the academy will determine levels of charge per child per term which ensure that an effective and reliable service can be offered. Such charges will be determined in advance, agreed the Local committee, and set out in a Parental Agreement Form which will set out the services offered and the terms of conditions of the service.

The charges for such optional services will be determined on a non-profit making basis which ensures that all necessary costs, including planning and administration time, are covered.

Charges and the schedule of payments of charges will be notified and agreed on a termly basis in advance. There will be no obligation to refund any payments in the event of the absence of a child from one or more agreed sessions. Failure to pay agreed charges will result in the loss of the child's place in the additional sessions.

Allocation of the number of places available for the optional sessions will be on a 'first-come, first served' basis.

