

Charging policy

Title: Charging policy
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Authorised by: J Morris Date: 11.10.2022

Approved by: Board of Trustees Date: 19.10.2022

Custodian: J Morris

1. Aims

SLT academies aim to:

- have robust, clear processes in place for charging and remissions that do not discriminate in any way against an individual, family or characteristic group in keeping with our Equality, Diversity & Inclusion Policy;
- clearly set out the types of activity that can be charged for and when charges will be made.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for academies' activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for academies activities in England. Academies are required to comply with this Act through their funding agreements.

3. Definitions

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

4. Roles and responsibilities

4.1 The Trustees set this policy and delegate its implementation to the Local Governing Bodies (LGBs).

Each LGB has overall responsibility for implementing the Charging Policy in their respective academy, but delegates this to the headteacher with appropriate scrutiny. Therefore, the **LGB** has overall responsibility for monitoring the implementation of this policy.

4.2 The headteacher

The headteacher will require trip or activity leaders (for those activities which incur additional costs) to implement this policy in their planning processes and during the trip/event.

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

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the headteacher 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 support in relation to this policy and its implementation.

4.4 Parents/Carers

Parents/Carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below, we set out what SLT academies cannot charge for:

5.1 Education

- Admission applications
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside academy hours if it is part of:
 - i. The national curriculum
 - ii. A syllabus for a prescribed public examination that the pupil/student is being prepared for at our academy
 - iii. Religious education
- Instrumental or vocal tuition, for pupils/students learning individually or in groups, unless the tuition is provided at the request of the pupil's/student's parent/carer.

5.2 Transport

- Transporting registered pupils/students to or from the academy's premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils/students to other premises where the LGB or local authority has arranged for pupils/students to be educated.
- Transport that enables a pupil/student to meet an examination requirement when the pupil/student has been prepared for that examination at an SLT academy.
- Transport provided in connection with an educational visit.

5.3 Educational visits

- 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:
 1. the national curriculum;
 2. a syllabus for a prescribed public examination that the pupil/student is being prepared for at an SLT academy;
 3. religious education;
 4. supply teachers to cover for those teachers who are absent from an SLT academy because they are accompanying pupils/students on a residential visit

6. Where charges can be made

Below we set out what SLT academies can charge for.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the pupil/student to own them (as opposed to having the item 'on-loan' from the academy).
- Optional extras (see below).
- Music and vocal tuition requested by the parent/carer.

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, SLT academies can charge for providing materials, books, instruments or equipment. The following are examples of optional extras:

- Education provided outside of academy time that is *not* part of the national curriculum, for example Ski Trips, outdoor pursuits that are 'extra' to the National Curriculum.
- A syllabus for a prescribed public examination that the pupil/student is being prepared for elsewhere than an SLT academy.
- Examination entry fee(s) if the registered pupil/student has not been prepared for the examination(s) at the academy or for retakes of exams where the retake is not deemed appropriate by the academy that the pupil/student is on roll.
- Appeals against GCSE results which are not instigated by an SLT academy.
- Transport (other than transport that is required to take the pupil/student to their academy or to other premises where the local authority/LGB has arranged for the pupil/student to be provided with education).
- Board and lodging for a pupil/student on a residential visit.

- Extended day services offered to pupils/students (such as breakfast clubs, after-academy hours 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 pupils/students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils/students participating.

Any charge will not include an element of subsidy for any other pupils/students who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during academy hours, the charge cannot include the cost of alternative provision for those pupils/students who do not wish to participate.

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

6.3 Music tuition

SLT academies can charge for vocal or instrumental tuition provided either individually or to groups of pupils/students, provided that the tuition is provided at the request of the pupil/student'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 pupil/student who is looked after by a local authority

6.4 Residential visits

SLT can charge for board and lodging on residential visits, but the charge must not exceed the actual cost (see 6.2).

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, SLT academies are able to ask for voluntary contributions from parents/carers to fund activities during academy hours which would not otherwise be possible.

Some activities for which SLT academies may ask parents/carers for voluntary contributions include trips, sports activities, Enrichment Week 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 academy is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Remissions

In some circumstances SLT academies *may* not charge for items or activities set out in this policy. This will be at the discretion of the governing board and will depend on the activity in question.

8.1 Remissions (see definition above) for optional residential visits

Parents/carers who can prove they are in receipt of the following benefits *may* be exempt from paying part, or all, of the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances (Link [here](#) to details on Universal Credit)
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

This does not include 'Optional Extra' residentials, or other trips, as outlined in 6.2 above.

9. Monitoring arrangements

The Headteacher of each academy monitors charges and remissions and ensures they comply with this policy.

Document Version Control

Date	Version	Comment	Ratified by	Reviewer
6.10.17	2	Converted into trust-wide policy	Board of Trustees (18.10.17)	J Morris
30.9.19	2.1 (formerly SLT/G/20 8/v2.1)	Annual review – no substantive changes	Board of Trustees (16.10.19)	J Morris & Heads
21.7.21	3	Minor changes to include -The delegation of responsibilities -the definition of remission to include 'reduction' -addition of the term carers	Board of Trustees (21.7.21)	Exec Team
13.9.22	3.1	No substantive changes proposed	Board of Trustees (19.10.22)	Exec Team