

# Charging and Remissions Policy 2023-24



**MANOR**  
MULTI ACADEMY TRUST

## Mission Statement

At Hateley Heath Academy we are all encouraged to have high aspirations, achieve well, develop self-confidence and independence, have positive values and beliefs and a caring attitude towards others.

At all times we model and encourage the following values:

ENJOY  
ACHIEVE  
RESPECT  
TEAMWORK

We aim to support a friendly, calm and purposeful school ethos where children feel safe and secure. We encourage each other to take risks and have resilience to rise to challenges. Wellbeing is promoted so we have a positive mind set and a good attitude to learning.

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## 1. Aims

Hateley Heath Academy aims 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
- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

## 2. 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.

## 3. Definitions

**Charge:** a fee payable for specifically defined activities.

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

## 4. Roles and responsibilities

### 4.1 The Directors

The directors have overall responsibility for approving the charging and remissions policy.

### 4.2 Headteachers

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

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 school will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents

Parents 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

Hateley Heath Academy **cannot** charge for:

### 5.1 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
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer

### 5.2 Transport

- Transporting registered pupils to or from the school premises, where the school has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the school or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

### 5.3 Residential visits

- Education provided on any visit that takes place outside school hours if it is part of:
  - The national curriculum
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## 6. Where charges can be made

### 6.1 Charges we make

Hateley Heath Academy reserve the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day
- After school and pre-school clubs
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour
- Visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.
- Damage to school books

### 6.2 Optional extras

Hateley Heath Academy is able to charge for activities known as 'optional extras'. In these cases, we can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - Religious education

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or school has arranged 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, 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

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

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

### **6.3 Music tuition**

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

### **6.4 Residential visits**

Hateley Heath Academy can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. No charge may be made for either the education or the costs of the travel.

## **7. Voluntary contributions**

As an exception to the requirements set out in Section 5 of this policy, Hateley Heath Academy is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions may include but is not limited to:

- School trips
- Sporting activities

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

We also ask parents of Early Years pupils to make a £1.00 per week voluntary contribution which is used to purchase snack items for the children in Nursery and Reception.

## **8. Remissions**

In some circumstances the school may not charge for items or activities set out in Section 6 of this policy. This will be at the discretion of the Executive Leadership Team and/or Directors and will depend on the activity in question.

### **8.1 Remissions for residential visits**

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

## **9. School procedures for non-payment of school meals**

The school has a procedure in place for school meals that have been provided, but not paid for.

1. Where meals are not paid for initially, parents/carers are reminded verbally that they owe money for their child's lunch.
2. If after two weeks, meals have not been paid for, an email will be sent to the parent(s)/guardian(s) informing them of how much is outstanding and the need to pay. Parents/carers are informed that if they are unable to pay, they should contact the school office.
3. If the income due is not received, a letter will be posted to the parent/carer. They are informed of what is outstanding and if payment is required. The school can provide information on the dates where meals were provided, but not paid for. Letters are reissued as reminders every two weeks if money is still not received.
4. Where parents/carers have not paid for their children's lunches for a period of time, the school will investigate the reason for this and enquire whether the family is eligible to apply for free school meals (FSM). If this is the case, the application for FSM will not be backdated and the school will still need to pursue the outstanding debt.
5. If the parent continues not to pay, the school must decide whether to write off the debt and stand the cost, or take legal proceedings against the parent(s)/carer(s).

## 10. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager annually.

At every review, the policy will be approved by the Chief Financial Officer (CFO) (Manor MAT).

Approved date: September 2023

Review date: September 2024