



Little Way Catholic
Educational Trust

Charging and remissions policy

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1. Aims

The LWCET charging and remissions policy 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 and will not be applied
- Minimise the financial burden to parents that may prevent some pupils from taking full advantage of opportunities offered by LWCET academies

2. Legislation and guidance

This LWCET policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. As an academy trust, LWCET is required to comply with the requirements of the Act through the master funding agreement.

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 Board of Directors

The Board of Directors has overall responsibility for approving the charging and remissions policy but delegates this responsibility to the Chief Finance Officer.

4.2 The Local Governance Committee (LGC)

4.2. The LGC has overall responsibility for monitoring the implementation of this policy in an individual academy.

4.3 Headteachers

Headteacher of LWCET academies are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.4 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The academy will provide staff with appropriate training in relation to this policy and its implementation, where required.

4.5 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

In line with legislation, LWCET **will not** apply charges to the following:

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;
 - a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the LGC, Trust or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 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 pupil is being prepared for at the school
 - Religious education
 - Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

LWCET academies **can** apply charges to the following:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision (Additional nursery sessions over and above the free entitlement provided by the school).
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

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

Education provided **outside** of school time that is not part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board 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 (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 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/carers 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 that is to be charged for.

6.3 Music tuition

LWCET academies 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

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

6.5. Breakage and Fines

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the headteacher or member of the Senior Leadership Team may decide.

This also applies to third party property where the repair or replacement cost has been recharged to the school. In such cases the full cost will be passed onto the individuals involved.

7. Calculating charges

For each activity, LWCET academies will explain how the charge is calculated.

For regular activities, the charges for each activity will be determined by the LGC and reviewed at least each year. Parents/carers will be informed of the charges for the coming year in advance of the start of the new term.

8. Voluntary contributions

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

Some activities for which the school may ask parents/carers for voluntary contributions include:

- School trips and sports activities
- Classroom material for practical activities such as cookery or design technology
- Visits during the school day required of curriculum reasons, or for religious education.

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.

However, if an LWCET academy is unable to raise enough funds for an activity or visit then it will be cancelled. In determining the timescales associated with cancelling an activity, LWCET academies will be mindful of any cancellation policies or charges imposed by the event organiser.

9. Letters requesting voluntary contributions

LWCET schools will always inform parents in writing if they are requesting a voluntary contribution. In such instances, any request will:

- Explain the nature of the proposed activity
- Explain its value in educational terms
- Indicate the level of contribution required
- Emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his/her parents/guardians are unwilling or unable to pay
- Indicate the activity may not take place if not enough contributions are received.

10. Remissions

In some circumstances, an LWCET school may remit charges (wholly or in part) for items or activities set out in this policy. This will be at the discretion of the Headteacher and will depend on the activity in question.

10.1 Remissions for residential visits

Parents/carers who are on Free School Meals and can prove they are in receipt of any of the following benefits may be exempt from paying some of 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
- Working Tax Credit run-on
- Universal Credit