



# Hanley and Upton Educational Trust

# Charging and Remissions

# Policy

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## **Statement of intent**

The HUET is committed to ensuring equal opportunities for all pupils, 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.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

## **1. Legal framework**

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- HUET Funding Agreement
- ESFA (2021) Academy Trust Handbook 2021

1.2. This policy operates in conjunction with the following school policies:

- Finance Policy
- Complaints Procedures Policy
- Freedom of Information Policy
- Pupil Premium Policy

## **2. Charging for education**

2.1. We will not charge parents for:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments etc)
- Education provided 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 by the school, or part of RE
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Vocational tuition (in certain circumstances)
- Use of community facilities and other commercial activities
- Certain early years provision
- Provision of information within the scope of freedom of information

## **3. Optional extras**

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum

- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - RE
- Examination entry fees where the pupil has not been prepared for the examinations at the school
  - Transport, other than that required to take the pupil to the school or to other premises where the HUET has arranged for the pupil to be educated
  - Board and lodging for a pupil on a residential visit
  - Extended day services offered to pupils
- 3.2. When calculating the cost of optional extras, the school will only consider the cost, or an appropriate proportion of the cost, of the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
  - Buildings and accommodation
  - Employment of non-teaching staff (including TAs)
  - Teaching staff under contracts for services purely to provide an optional extra
  - Teaching staff employed to provide vocal tuition or tuition in playing a musical instrument where the tuition is an optional extra
- 3.3. The school will not charge more than the actual cost of providing the optional extra divided by the number of participating pupils.
- 3.4. The school will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.
- 3.5. If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.
- 3.6. The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.
- 3.7. Participation in any optional activity will be based on parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.
- 3.8. If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

## **4. Examination fees**

- 4.1. The school may charge for examination fees if:
- The examination is on the prescribed list (which includes SATs, GCSEs and A-levels), but the pupil was not prepared for it at the school.
  - The examination is not on the prescribed list, but the school arranged for the pupil to take it.

- A pupil fails, without good reason, to complete the requirements of any public examination where the ASC or HUET originally paid or agreed to pay the fee.

## **5. Examination resits**

- 5.1. Where a pupil is entered for a second or subsequent attempt at an examination, the pupil will pay the fee.
- 5.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parents or pupil will have their fees refunded.

## **6. Voluntary contributions**

- 6.1. The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will also make it clear that there is no obligation for parents to contribute, and notify parents whether assistance is available.
- 6.2. No pupil will be excluded from a qualifying activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 6.3. The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## **7. Transport**

- 7.1. The school will not charge for:
  - Transporting registered pupils to or from the school premises, where the ASC/HUET has a statutory obligation to provide the transport.
  - Transporting registered pupils to other premises where the ASC/HUET has arranged for pupils to be educated.
  - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
  - Transport provided for an educational visit.

## **8. 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 outside school hours), it is 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 do 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 is 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 RE.

## **9. Residential visits**

9.1. 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.

9.2. The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits: -

- 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 the Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit 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
- 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)

9.3. If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit the school will not charge for the activity.

## **10. Damaged or lost items**

10.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## **11. Remissions**

- 11.1. The school has set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.
- 11.2. Parents in receipt of any of the following benefits may request assistance with the cost of activities: -
- 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 the Pension Credit
  - Child Tax Credit, provided that they are not also entitled to Working Tax Credit 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
  - 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)

For more information, please refer to the Pupil Premium Policy.

## **12. School trip refunds**

- 12.1. All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.
- 12.2. If the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.
- 12.3. If the school is cancelled by a party other than the school due to unforeseen circumstance, it is at the school's discretion as to whether a refund is given to parents.
- 12.4. If a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The school will consider the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- 12.5. Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- 12.6. If a pupil cannot attend a trip at the last minute, e.g., due to illness, it is at the headteacher's discretion as to whether a refund is given. The school will consider



whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

- 12.7. If a school trip is postponed for to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- 12.8. Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £10 per pupil. If the excess is less than £10 per pupil, this will be paid into the school's account.
- 12.9. Excess trip expenditure will be funded out of school reserves.
- 12.10. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- 12.11. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

### **13. Income generation**

In line with the ESFA's Academy Trust Handbook, the trust will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

### **14. Freedom of Information Policy and Publication Scheme**

The school's Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information

### **15. Monitoring and review**

This policy will be reviewed every year by the HUET Audit Committee. The next scheduled review date for this policy is November 2023.