



Pennine Academies Yorkshire

Charging & Remissions Policy

POLICY HISTORY

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Approved by (signature):



Chair of Trustees

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Upload to academy website : YES

KEY AMENDMENTS TO THIS POLICY

January 2024

This policy has been converted to the new Trust policy format and all links to legislation and guidance have been checked. There are no substantive changes to content.

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1. STATEMENT OF INTENT

Pennine Academies Yorkshire 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/trust trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school/trust activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school/trust hours.
- To inform parent/carers 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.

2. LEGAL FRAMEWORK

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

- [Education Act 1996](#)
- [The Charges for Music Tuition \(England\) Regulations 2007](#)
- [The Education \(Prescribed Public Examinations\) \(England\) Regulations 2010](#)
- [DfE \(2018\) 'Charging for school/trust activities'](#)
- [DfE \(2020\) 'Governance handbook'](#)
- The Trust's Funding Agreement

This policy operates in conjunction with the following school/trust policies:

- Complaints Policy
- Debt Recovery Policy

3. DEFINITIONS

For the purpose of this policy the following definitions are given for the below terms:

Remission - the cancellation of a debt, charge or penalty

4. ROLES & RESPONSIBILITIES

The trust board and/or executive team is responsible for:

- reviewing and monitoring this policy to ensure it meets legislative requirements

The headteacher is responsible for:

- ensuring all relevant staff understand and discharge their duties in accordance with this policy

5. CHARGING FOR EDUCATION

Parent/carers will not be charged for:

- Admission applications.
- Education provided during school/trust hours.
- Education provided outside school/trust 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/trust, or part of RE.
- Instrumental or vocal tuition, unless 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/trust.
- Examination resits, if the pupil is being prepared for the resits at the school/trust.

We may charge parent/carers for the following:

- Materials, books, instruments or equipment, where they desire their child to own them

- Optional extras
- Music tuition (in certain circumstances)
- Vocational tuition (in certain circumstances)
- Certain early years provision
- Use of community facilities

6. OPTIONAL EXTRAS

We may charge parent/carers for the following optional extras:

- Education provided outside of school/trust 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/trust
 - RE
- Examination entry fees where the pupil has not been prepared for the examinations at the school/trust
- Transport, other than that arranged by the LA 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, the school/trust will only take into account 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
- Teaching staff (including TAs) under contracts for services purely to provide an optional extra
- Teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school/trust will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parent/carers are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school/trust

hours, the school/trust will not charge for the cost of alternative provision for those not participating.

The school/trust will not charge for supply teachers to cover for teachers who are absent from school/trust accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parent/carer choice and a willingness to meet the charges; therefore, parent/carer agreement is a prerequisite for the provision of an optional extra.

If a charge is to be made for a particular activity, such as optional extras, parent/carers will be informed of how the charge will be calculated.

7. EXAMINATION FEES & RESITS

The school/trust may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs), but the pupil was not prepared for it at the school/trust.
- The examination is not on the prescribed list, but the school/trust arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the fee.

Where a pupil is entered for a second or subsequent attempt at an examination, the school/trust will pay the fee. Once pupils have left the school/trust, resits must be taken at the school/trust.

If a pupil or their parent/carer 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 parent/carer. If the awarding body changes the overall grade of the result, the school/trust will not be charged by the awarding body and the parent/carer or pupil will have their fees refunded.

8. VOLUNTARY CONTRIBUTIONS

The school/trust may, from time-to-time, ask for voluntary contributions towards the benefit of the school/trust or school/trust activities. If an activity cannot be funded without voluntary contributions, the school/trust will make this clear to parent/carers

at the outset. There is no obligation for parent/carers to make a contribution and parent/carers will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parent/carers are unwilling or unable to pay. If a parent/carer 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/trust cannot fund it via another source, the activity will be cancelled.

The school/trust will strive to ensure that parents/carers do not feel pressured into making voluntary contributions.

9. MUSIC TUITION

Music tuition is the only exception to the rule that all education provided during school/trust hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parent/carers. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

10. TRANSPORT

The school/trust will not charge for:

- Transporting registered pupils to or from the school/trust premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA 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/trust.

11. RESIDENTIAL VISITS

The school/trust will not charge for:

- Education provided on any visit that takes place during school/trust hours.
- Education provided on any visit that takes place outside school/trust 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/trust, or part of RE.

- Supply teachers to cover for teachers accompanying pupils on visits.

The school/trust may charge for board and lodging, but the charge will not exceed the actual cost.

12. EDUCATION PARTLY DURING SCHOOL/TRUST HOURS

If 50 percent or more of the time spent on an activity occurs during school/trust hours (including time spent travelling if the travel occurs during school/trust hours), it is deemed to take place during school/trust hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school/trust hours, it is deemed to have taken place outside school/trust hours and the school/trust may charge for the activity; however, the school/trust 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/trust, or part of RE.

Residential visits - If the number of school/trust 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/trust will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school/trust. These costs will be borne by the school/trust's contingency funds.

Any charges for extended day services will be optional.

13. DAMAGED OR LOST ITEMS

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

14. REMISSIONS

The school/trust has set aside a small fund to enable parents/carers 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.

Parent/carers in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit –

To request assistance, parents/carers should contact the School Operations Manager.

15. SCHOOL/TRUST TRIP REFUNDS

All payments including initial deposits for school/trust trips will be non-refundable. Parents/carers will be informed of this when they are provided with initial information about the trip.

In the event that the school/trust has to cancel a trip due to foreseen circumstances, parent/carer contributions will be refunded. In the event that a school/trust trip is cancelled by a party other than the school/trust due to unforeseen circumstances, it is at the Headteacher/Chief Executive Headteacher's discretion as to whether a refund is given to parent/carers.

In the event that a pupil or their parents/carers cancel the pupil's place on a trip, no refund will be issued unless the space can be filled by another student.

Where a pupil or their parents/carers have previously cancelled a place on a trip and received a full refund, the school/trust has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the Headteacher/Chief Executive Headteacher's discretion as to whether a refund is given.

In the event that a school/trust trip is postponed due to foreseen or unforeseen circumstances, it is at the Headteacher/Chief Executive Headteacher's discretion as to what happens with the parent/carer contributions for the trip.

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 £5 per pupil. If the excess is less than £1 per pupil, this will be paid into the school/trust's account. Excess expenditure will be subsidised by the school/trust fund.

The school/trust will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent/carer wishes to make a complaint about refunds, they can do so via the Complaints Policy.