



**Extend Learning**  
Academies Network

# Charging and Remissions Policy

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**Document Control**  
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## 1. Aims

Extend Learning Academies Network (ELAN) aim 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.

## 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. This policy complies with our funding agreement and articles of association.

## 3. Introduction

ELAN recognises the valuable contribution that a broad programme of additional activities, trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum and as additional optional activities for all pupils within ELAN.

ELAN believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' and carers' financial means. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of school budget. It also defines other circumstances where schools may seek for voluntary contributions.

## 4. Definitions

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

## 5. Roles and Responsibilities

### 5.1 ELAN trust board

The ELAN trust board has overall responsibility for approving the charging and remissions policy.

The local governing body within each school has overall responsibility for monitoring the implementation of this policy.

### 5.2 The headteacher

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

### 5.3 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 central management team will provide staff with appropriate training in relation to this policy and its implementation.

## 5.4 Parents and carers

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

## 6. Where charges can be made

Schools within ELAN are entitled to charge for the following activities:

### 6.1 Education

- Any ingredients, materials, books, instruments or equipment, where the parent/carer have indicated they wish for their child to own them.
- Optional extras (see 6.2).
- Music and vocal tuition, in limited circumstances.
- Certain early years provision.
- Community facilities.

### 6.2 Optional Extras

Schools are able to charge for activities known as 'optional extras'. In these cases, the school 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;
  - 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 local authority/local governing board has arranged for the pupil to be provided with education).
- Board and lodging elements for all residential visits.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

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 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.

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**

Schools can charge for board and lodging elements of all residential visits, but the charge must not exceed the actual cost.

## **7. Voluntary Contributions**

Parents and carers may be asked to make voluntary contributions for any school activities which take place during school hours, school equipment, or towards school funds generally. There will be no limit on the level of voluntary contributions and no restrictions on the use to be made of such contributions.

The contribution must be genuinely voluntary and the students of parents and carers who may be unable to contribute may not be discriminated against. Where there are insufficient voluntary contributions to fund the activity, then it may be cancelled. The School must make that possible consequence known to parents/carers when initially requesting financial support.

## **8. Remissions**

In some circumstances the school may not charge for items or activities set out in section 6 of this policy. The ELAN board will leave to the discretion of the headteacher the decision as to what proportion of the cost of activities should be charged to public or non-public funds and when to request voluntary contributions.

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

The school will give consideration to parents and carers who can prove they are in receipt of the following benefits and where appropriate assistance may be given towards the cost of board and lodging for residential visits:

- Income Support
- Income Based Jobseekers Allowance
- Income related Employment and 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 Working Tax Credit is not also received and the family's annual income (as assessed by His Majesty's Revenue and Customs) does not exceed the current income threshold
- Universal credit

## **9. Monitoring Arrangements**

The headteacher within each school will monitor charges and remissions, and ensures these comply with this policy.

This policy will be reviewed and approved by the ELAN Finance, General Purposes, Audit & Risk Committee annually.