

# Charging and Remissions policy



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| <b>Title:</b>              | <b>Charging and Remissions policy</b> |
| <b>Document Reference:</b> | A-02                                  |
| <b>Issue Date:</b>         | January 2025                          |
| <b>Next Review Date:</b>   | January 2027                          |
| <b>Issue:</b>              | 02                                    |

| DOCUMENT AUTHORITY |                     |                   |
|--------------------|---------------------|-------------------|
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| Approved by:       | <i>Lo A Bantock</i> | Chair of Trustees |

| DOCUMENT HISTORY |   |                  |          |
|------------------|---|------------------|----------|
| Issue No         | Reason for Change                           | Page(s) affected | Date     |
| 2                | Changed Governing Body to Board of Trustees | 2,4              | 10.01.25 |

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## 1. Aims

Yarborough 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

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## 2. Legislation

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

## 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 Trustees

At Yarborough Academy, the Board of Trustees has overall responsibility for approving this policy and monitoring the implementation of it.

### 4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the policy, and that it is being applied consistently.

### 4.3 All Staff

Staff at Yarborough Academy are responsible for:

- Implementing the policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

### 4.4 Parents

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

## 5. Charges

### 5.1 Where charges CANNOT be made

Below we set out what the school cannot charge for:

#### 5.1.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of 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 academy
  - Religious education

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- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
  - Entry for a prescribed public examination if the pupil has been prepared for it at the academy
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy

#### **5.1.2 Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the academy
- Transport provided in connection with an educational visit

#### **5.1.3 Residential Visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of 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 academy
  - Religious education
- Supply teachers to cover for staff who are absent from school and therefore, unable to accompany pupils on a residential visit

### **5.2 Where charges CAN be made**

Below we set out what the school can charge for:

#### **5.2.1 Education**

- Any materials, books, instruments or equipment where the child's parent wishes him or her to own them
- Optional extras (see below)

#### **5.2.2 Optional Extras**

We 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:

- Examination entry fee if the registered pupil has not been prepared for the examination at the academy
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body 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)

#### **5.2.3 Music Tuition**

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, if 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:

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- 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

#### 5.2.4 Residential Visits

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

## 6. Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the school 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 include: extra-curricular activities, including clubs and residential visits.

**There is no obligation for parents 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, it will be cancelled.

For pupils who are in receipt of the Pupil Premium funding, 20% of any charge listed in section 5 will be subsidised by the academy.

Yarborough Academy organises swimming lessons for all children in Year 3. These take place in school time and are part of the National Curriculum. We make no charge for the actual swimming activity, however, we do ask for a voluntary contribution of £2 per session.

Payments to the academy are to be made through ParentMail, an online system that allows payments to be made via credit/debit card or Paypal.

## 7. Remissions

The Board of Trustees may remit in full or part, charges in respect to a pupil, if it feels it is reasonable in the circumstances.

The Board of Trustees may decide not to charge in respect of a particular activity, if it feels it is reasonable in the circumstances.

## 8. Damage and Loss of Property

A charge will be levied in respect of damage, neglect or loss of academy property. This includes premises, furniture, equipment, books or materials. The charge made will be the cost of replacement or repair, or a lower charge may be applied at the discretion of the Headteacher.

A charge will be levied in respect of damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party. The charge made will be the cost of replacement or repair, or a lower charge may be applied at the discretion of the Headteacher.

## 9. Monitoring Arrangements

This policy will be reviewed every 2 years and approved by the board of trustees.

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| Policy written: January 2025        |       |
| Policy review: January 2026         |       |
| Policy written by: Business Manager |       |
| Signed:                             | Date: |

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