



# Shirley Manor Primary Academy

"Working together to achieve excellence"

## Charging and Remissions Policy

Signed by:

Headteacher:

*D. Lacey*

Approved Date: December 2020

Reviewed: February 2023

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Chair of Governors:

L. Brown

Approved Date: February 2023

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Type of Policy: Statutory

Review Date: February 2024

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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.

Central to the delivery of the school's curriculum are real life experiences. The school organises a wide and varied range of educational visits and visitors.

The school may ask for voluntary contributions for some visits and/or visitors and this policy has been written to clarify this.

- Academies must provide free education for their registered pupils, provided it takes place wholly or mainly during Academy hours
- Academy hours are those when the Academy is actually in session, not including mid-day break
- The main exception is that a charge may be made for individual musical tuition, except where it is within the requirements of the National Curriculum
- Under certain circumstances a third party may charge parents direct for activities organised in Academy hours
- Charging is permitted for education provided out of Academy hours, unless it is within the requirements of the National Curriculum or to fulfil statutory duties relating to religious education when only charges for board, lodging or residential trips can be made
- Governors can choose to remit charges in whole or part
- Voluntary contributions may be requested for any activity provided it is clear that there is no obligation to contribute and that there will be no differentiations between those who contribute and those who do not.

### 1.1 Charging for Musical Instrument Tuition

- Parental agreement must be obtained before pupils are given tuition
- May not be charged for whether or not the tuition takes place within Academy time if the activity is provided to fulfil the requirements of:
  - The National Curriculum
  - Statutory duties relating to religious education

### 1.2 Charging for Optional Activities

- Those activities which take place either wholly or mainly outside Academy hours or are in addition to universal free entitlement
- Are not required to fulfil the national curriculum or religious education
- Participation is based on individual choice, with parental agreement to pay for the provision

Charges can cover:

- Travel
- Board and lodging
- Materials, books, instruments and other equipment
- Staff costs
- Entrance fees
- Insurance
- The charge can be based on the total cost of the activity divided equally by the number of participants. It can include a subsidy for those whose parents will not, or cannot, pay the charge. The cost cannot exceed the total cost of the activity

- Costs of staff can only be included if:
  - They are employed by the governors
  - They are employed by the governors to provide instrumental music tuition
  - They are staff already employed by the governors and have been given a separate contract for this activity

### 1.3 Charging for Cost of Ingredients, Materials etc.

- The Academy must bear the costs of ingredients, materials and equipment required for practical subjects
- Parents may make a voluntary contribution towards these costs
- The Academy may make a charge for these items if the parents agree, in advance, that they wish to own the finished product
- All pupils must be treated the same, whether their parents contribute or not. This should be made clear on the Academy policy

### Charging for Damaged or Lost Items

- The Academy may charge parents for the cost to replace items broken, damaged or lost if it is due to pupil behaviour
- Parents cannot be taken to court for failure to pay such charges

## 2 Remissions

- We have set aside a small fund to enable families in financial difficulty to send their children on visits/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/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.
- Parents 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 and Support Allowance
  - support under Part VI of the Immigration and Asylum Act 1999
  - the guaranteed element of Pension Credit
  - Child Tax Credit (provided you're not also in receipt of Working Tax Credit and have an annual gross income of no more than £16,190)
  - Universal Credit
- To request assistance, parents should contact the school administrator or the Headteacher.

### Appeal

- Any appeals against this policy will be through the governor's complaints procedure.