



East Midlands  
Education Trust

# Charging and Remissions Policy

Spring 2024

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Document No:	POL-SCH-002	<i>The information contained on this document is considered proprietary to East Midlands Education Trust in that these items and processes were developed at private expense. This information shall not be released, disclosed, or duplicated.</i>	

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## 1. Introduction

- 1.1 This policy is based on advice from the Department of Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 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 the Trust's funding agreement and articles of association.
- 1.2 The Trust recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards pupils' education. The Trust would accordingly wish to promote and provide, as far as possible, such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

## 2. Charging Policy

- 2.1 The Trust reserves the right to seek payment from the parents and carers of pupils registered at East Midlands Education Trust for the following:
  - 2.1.1 Board and lodgings where the activity involves residential experience, whether or not the activity is deemed to take place within or outside the school.
  - 2.1.2 Any travelling expenses, materials, tuition fees or admission fees for an activity or visit which takes place outside the pupil's school day. The activity or visit will be deemed to take place outside the pupil's school day if more than 50% of the time involved occurs beyond the school day.
  - 2.1.3 Where a residential visit is involved, charges will be made for travelling expenses, materials, tuition fees or admission fees when the number of out of school sessions included is 50% or more of the number of half days taken up by the trip.
  - 2.1.4 Any additional transport costs of a trip or activity taking place within the school day where the parents or carer wishes their child to travel from home to the venue, instead of from school to the venue.
  - 2.1.5 The materials used in an article created by the child during a lesson, if the parent or pupil wishes to keep the items, having indicated in advance that they wish to do so.
  - 2.1.6 Individual music tuition and the hire of any associated instrument (unless this forms part of the public examination syllabus or the National Curriculum).
  - 2.1.7 Any charge will be determined on the basis of the cost of each individual pupil participating in the activity. Other pupils will not be subsidised through the charges levied.
  - 2.1.8 If final costs per pupil are less than originally charged for, the balance (minimum £1) will be refunded to parents or carers via ParentPay, or other cashless payment system.
  - 2.1.9 Examination fees when the candidate:

- fails, without good reason, to complete the examination requirements (e.g., non- completion of coursework) for any public examination for which the Trust is liable to pay - an entry fee;
- is taking a re-sit examination for which no further preparation within the school has been given;
- is taking a public examination for which preparation has taken place outside school hours.  
No charge will be made for a prescribed public examination for which a pupil has been prepared by the school;
- is taking an examination or a re-sit at the request of the parent;

### 3. Remissions Policy

3.1 Where the parents of a pupil are in receipt of one of the following:

- income support
- income-based jobseeker's allowance
- income-related employment support allowance, support under Part V1 of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided the person is not also entitled to Working Tax Credit and has an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after the person stops qualifying for Working Tax Credit
- Universal Credit - if applied for on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any benefits received)

the school will remit in full the charge for board and lodging for any residential activity it organises for the pupil if the activity:

- (i) takes place within the school's normal hours of opening, and
- (ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside the school's normal hours of opening.

3.2 Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the head teacher of the school. Any subsidy provided by the school will be met from funds at its disposal e.g. the school's own funds or budget.

3.3 For those parents qualifying for the above, financial assistance may be available in support of the cost of the school uniform purchased from the school.

3.4 The trustees will review its charging and remissions policies on an annual basis or at a time earlier than this, if there are changes in law or circumstances which necessitate such a review.

## 4. Voluntary contributions

4.1 Nothing in this policy statement precludes local governing bodies from inviting parents and carers to make voluntary contributions for the benefit of the school or in support of any activity, whether during or outside school hours. Any contribution sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents or carers made a contribution in response to any such invitation.

## 5. Sale of books

5.1 Schools do offer parents and pupils the opportunity to purchase some textbooks. The overriding aim of this policy is to ensure that no pupil will be disadvantaged.

- There must be no compulsion to purchase.
- Any arrangement for the sale of books should not place any pressure on those who do not participate in the scheme.
- Any pupil whose parents have not purchased books will have adequate access to the texts in question.
- Where feasible, arrangements will be made to repurchase well maintained books once pupils have completed their course.
- The sale of books will be monitored by the school in an effort to avoid any individual parent facing an excessive financial burden.