Transforming Lives

EDUCATIONAL TRUST

Charging and Remissions Policy

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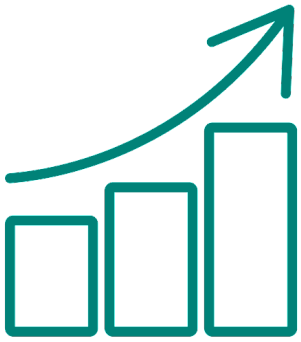
1 – The TLET Way

Transforming Lives Educational Trust (TLET) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike.

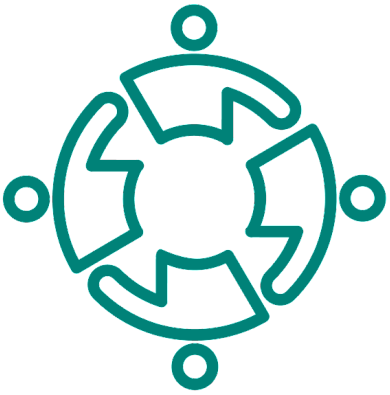
OUR AMBITIONS -
As a Trust family, our shared ambitions drive everything we do, we call this 'The TLET Way'.

Through the transformative values of courage, kindness and loyalty, together we:



NURTURE POTENTIAL

We flourish in the places we create together.



INSPIRE COMMUNITY

We champion each other to make a difference.

DELIVER EXCELLENCE

We strive to achieve our best.

2 – Definition of Terms

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable
- The Trust: refers to Transforming Lives Educational Trust
- Academy: refers to any academy operated by the Trust
- Pupil: refers to any child or young person who attends a TLET academy

3 – Roles and Responsibilities

3.1 The Trust Board

The Trust Board has overall responsibility for approving the Charging and Remissions Policy.
The Trust Board also has overall responsibility for monitoring the implementation of this policy.

3.2 Executive Principals

The Executive Principals of Trust academies are responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

3.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently;
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies;
    - Academies will provide staff with appropriate training in relation to this policy and its implementation.

3.4 Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the Charging and Remissions Policy.

4 – Rationale and Statutory Requirements

Our Trust 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.

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 academy 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.

5 – Scope

This policy refers to:

Parents/Carers	✔	**Trustees**	
Employees	✔	**Volunteers**	
Pupils/Students	✔	**Visitors**	
Governors		**Community**	

6 – Procedure

6.1 Where Charges cannot be made

Below we set out what we **cannot** charge for:

6.1.1 Education

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

6.1.2 Transport

- Transporting registered pupils to or from the academy premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Local Governing Board (LGB) 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

6.1.3 Residential Visits

- Education provided on any visit that takes place during academy hours
- Education provided on any visit that takes place outside academy 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 those teachers who are absent from an academy accompanying pupils on a residential visit

6.2 Where Charges can be made

Below we set out what we **can** charge for:

6.2.1 Education

- Any materials, books, instruments or equipment, where the pupil's parent wishes them to own them
- Optional extras (see 6.2)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

6.2.2 Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, academies can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of academy 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 academy
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
- Transport (other than transport that is required to take the pupil to an academy or to other premises where the local authority or LGB 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)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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 are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during academy 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.

6.2.3 Music Tuition

Academies can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is 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

6.2.4 Residential Visits

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

6.3 Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the academy is able to ask for voluntary contributions from parents to fund activities during academy hours which would not otherwise be possible.

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 academy is unable to raise enough funds for an activity or visit then it will be canceled.

6.4 Activities we charge for

Where the academy charges for activities, the charge will include, where applicable, transport, insurance, board and lodgings, administration and costs associated with a specific activity, e.g. theatre ticket cost. (Charges will never exceed the total cost of the activity divided by the number of pupils participating).

6.5 Remissions

In some circumstances the academy may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Principal in consultation with the Trust's Chief Financial and Operations Officer (CFOO) and will depend on the activity in question.

6.5.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal Credit - if you apply on or after 1st April 2018 your household income must be £7,400 a year or less (after tax and not including any benefits you get)
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit

7 – Monitoring

It is the responsibility of the Board of Trustees, and those they delegate authority, to ensure that the principles and procedures of this policy are adhered to, principally through the scrutiny of financial processes, including internal and external audit. The use of this policy will be subject to routine monitoring to ensure its fidelity in practice. The evidence gathered from monitoring at regular intervals shall inform any reviews and future revisions to the policy, and no later than that stated on Page 1 of this policy.