



## Charging & Remissions Policy

|                                |  |
|--------------------------------|--|
| <b>Audience:</b>               | Parents, Community Users, School Administrator, SST Finance Team, Headteachers, CFOO & CEO |
| <b>Approved:</b>               | FAR Committee – 01/07/2025   |
| <b>Other Related Policies:</b> | Financial Handbook (Scheme of Delegation)  |
| <b>Policy Owner:</b>           | CFOO   |
| <b>Policy Model:</b>           | Compliance: All Crofty Education Trust Schools Must Use This Policy                        |
| <b>Review:</b>                 | Annually (Spring 2)  |

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## **1 Rationale**

Crofty Education Trust (CET) 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.

## **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, which sets out the law on charging for school activities in England. CET are required to comply with this Act through the CET Funding Agreements.

This policy also complies with the CET Funding Agreement and Articles of Association.

## **3 Definitions**

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

## **4 Roles and Responsibilities**

### **4.1 The Trustees**

The Trustees have overall responsibility for approving the Charging and Remissions Policy but have delegated this responsibility to the Finance and Audit Committee (FAR).

### **4.2 The CEO/Accounting Officer**

The CEO/Accounting Officer has overall responsibility for monitoring the implementation of this policy but has delegated this responsibility to the CFOO.

### **4.3 The CFOO**

The CFOO is responsible for monitoring the implementation of this policy and to review annually, the chargeable rates that the schools are required to apply. The review will take place every year during the Spring Term to ensure there is plenty of time to implement any changes for the start of the new Academic Year in September. The CFOO will provide staff with appropriate training in relation to this policy and its implementation.

### **4.4 The Headteacher/SST Managers**

The Headteacher/SST Managers are responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is applied consistently.

### **4.5 Staff**

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently.
- Notifying the CFOO and/or SST Finance Team of any specific circumstances which they are unsure about or where there are occasions when they are unsure if the policy applies.

### **4.6 Parents**

Parents are expected to notify staff or the Headteacher/SST Managers of any concerns or queries regarding the Charging and Remissions Policy.

## **5 Charging for Education**

### **5.1 Circumstances where CET will not charge parents:**

Education in School

- Education provided wholly or mainly during school hours.
- Admission to school for children of compulsory school age.
- Activities that are part of the entitlement curriculum (the learning activities made available to all or any pupil that is provided wholly or mainly during school hours) or are part of a prescribed examination syllabus, or part of Religious Education.
- The supply of any materials, books and instruments or other equipment that are a requirement of the entitlement curriculum.

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 trust or Local Authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at a CET school/site.
- Transport provided in connection with an educational visit, which is part of the entitlement curriculum.

Residential Visit

- Education provided on any visit that takes place during school hours.

- Education provided on any visit that takes place outside school hours if it is part of the entitlement curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of Religious Education.

#### Music Tuition

- Children learning to play musical instruments as part of the entitlement curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of Religious Education.
- Cost associated with preparing a pupil for an examination.

#### Examination Fees

- Entry for a prescribed public examination if the pupil has been prepared for it at a CET school.

### 5.2 Circumstances where CET may charge parents (optional extras):

CET may charge for other activities known as “optional extras”. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, equipment or additional staffing (where relevant) as follows:

CET may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the National Curriculum.
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at a CET school.
  - Religious Education.
- Examination entry fees where the pupil has not been prepared for the examinations at a CET school.
- Transport other than that required for the pupil to be provided with compulsory education.
- Board and lodging for a pupil on a residential visit.
- Extended Services for example Breakfast Clubs, After School Clubs and Nursery Care offerings.

When calculating the cost of optional extras, CET will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra.
- Additional building and accommodation costs created by the optional extra.
- The employment of non-teaching under contracts for services purely to provide an optional extra, including clearly associated administration time.
- The cost of teaching staff, including supply teachers under contracts for services purely to provide an optional extra.
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument if the tuition provided is not part of the curriculum entitlement. *Music Tuition provision is currently provided direct to the parents via Cornwall Music Service Trust and/or other independent peripatetic music teachers; therefore, CET will not be requesting payment direct for this optional extra.*

CET will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. CET will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, CET will not charge for the cost of alternative provision for those not participating.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

## **6 Examination Fees**

CET may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A levels) but the pupil was not prepared for it at a CET school.
- The examination is not on the prescribed list, but CET has arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the CET originally paid or agreed to pay the fee.

## **7 Examination Re-sits**

Where a pupil is entered for a second or subsequent attempt at an examination, the parent/pupil will be required to pay the fee.

If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body, and the parent/pupil will have their fees refunded.

## **8 Voluntary Contributions**

CET may, from time-to-time, ask parents for voluntary contributions towards a CET activity. If an activity cannot take place without the support of voluntary contributions, CET will make this clear to parents at the outset. CET will also make it clear that there is no obligation for parents to make a contribution and notify parents whether assistance/remissions are available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, judged to 75% of the total cost, and CET cannot fund it via another source, the activity may be cancelled.

CET will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## **9 Music Tuition**

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

*Music Tuition provision is currently provided direct to the parents via Cornwall Music Service Trust and/or other independent peripatetic music teachers therefore CET will not be requesting payment direct for this optional extra.*

## **10 Transport**

CET will not charge for:

- Transporting registered pupils to or from the CET premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the CET or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at CET.
- Transport provided in connection with a statutory educational visit.

## **11 Residential Visits**

CET will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside CET standard school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at a CET school, or part of Religious Education.
- Costs associated with supply teachers required to cover for teachers accompanying pupils on visits.

CET may charge for board and lodging, but the charge will not exceed the actual cost.

Any remissions for board and lodging payments will be the responsibility of CET. These costs will be borne by CET funds.

## **12 Education Partly During School Hours**

If 50% or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours, no charge will be made.

If less than 50% of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and CET may charge for the activity. However, CET will not charge if the activity is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by CET, or part of Religious Education.

Remission of charges for CET activities is the responsibility of the CET. Therefore, these costs will be borne by CET funds.

CET may charge for extended day services, less any remissions that apply to individual pupils or staff, see CET remissions criteria, below.

## **13 Damaged or Lost Items**

CET may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

## **14 Uniform**

When a school sells uniform, CET will make a charge for items purchased by parents, but this charge must not exceed the actual cost of purchasing the uniform from the supplier.

## **15 Remissions**

In some circumstances, CET may not charge or may reduce the charge for items or activities set out in this policy. This will be at the discretion of the Trustees and will depend on the activity in question.

### **15.1 Remission Criteria and Rates**

The table below shows the remission rates that are applied by CET.

| <b>Item</b>                                      | <b>Free School Meals Children</b>  | <b>Looked After Children</b> | <b>Ever 6 Children</b> | <b>Post Looked After Children</b> | <b>Crofty Staff</b> |
|--|--|------------------------------|------------------------|-----------------------------------|---------------------|
| Educational materials parents wish child to own. | 0% Remission   | 0% Remission                 | 0% Remission           | 0% Remission                      | 0% Remission        |
| Damage or defacing of Trust property.            | Decision to charge a parent is a case-by-case basis, depending on circumstance. It remains a school decision and therefore in turn is not subject to any remission.  |                              |                        |                                   |                     |
| *Residential trips.                              | Board & Lodging Element  | 0% Remission                 | 0% Remission           | 0% Remission                      | 0% Remission        |
| Day trips (voluntary contribution)               | All parents can only be asked to make a voluntary contribution which will be based on the calculation trip cost +5% administration fee. Schools must also provide the option for parents to pay less than the requested voluntary contribution if they are unable to meet the full cost. |                              |                        |                                   |                     |
| **Breakfast Club and/or After School Club.       | 0% Remission   | 0% Remission                 | 0% Remission           | 0% Remission                      | 50% Remission       |
| Nursery Care                                     | 0% Remission   | 0% Remission                 | 0% Remission           | 0% Remission                      | 0% Remission        |

*Music tuition is no longer administered by CET. The administration including the raising of invoices is now provided by Cornwall Music Services Trust and/or other independent peripatetic music teachers. At the time of writing the remission offered were for Free School Meal pupils 100% to a maximum of £6 per session and for Service Family pupils 50% to a maximum of £3 per session.*

*\* In the event the board and lodging element of the residential charge cannot be determined, then 47% of the total charge figure can be used to calculate the remission figure (47% being the typical proportion for board and lodging costs).*

*\*\*Trust employees who are employed to work in a CET Breakfast or After School Club and in turn require their children to attend one of the CET's Breakfast or After School Clubs to allow them to fulfil this employment. Will not be charged for the children to attend whilst they are employed in their Breakfast or After School Club roles.*

## **16 Arrangements for Monitoring and Evaluation of the Charging and Remissions Policy**

The Trustees will monitor the impact of this policy annually and will receive a financial report provided by the CFOO on those activities that resulted in charges being levied, the cost of the remissions awarded (without giving names) and the source of funding for those remissions. The Trustees will give due consideration for the pupils most in need of additional support and decide whether the charging and remissions rates and criteria need to be altered.



## Trust Charges

| Item   | Charge   |
|--|--|
| Educational materials parents wish child to own. | Cost price, no remission applied.  |
| Damage or defacing of Trust property.            | <p>Decision to charge will be decided on a case-by-case basis, depending on the nature of the event and taking account of the pupils' own circumstances. It remains a school decision if a charge should be made and in turn how much will be charged.</p> <p>Recommendations for charges would either be based on a full cost basis or a percentage of the full cost, or the insurance excess if the damage creates an insurance claim.</p> |
| Residential trips. tbc                           | Cost price, less appropriate remission applicable (see 15.1 Remissions Criteria and Rates).  |
| Day trips (voluntary contribution)               | Cost price. All parents can only be asked to make a voluntary contribution which will be based on the calculation stated above. Schools must also provide the option for parents to pay less than the requested voluntary contribution if they are unable to meet the full cost.   |
| Breakfast Club and/or After School Club. tbc     | £4.50 per hour or divisions of, minimum charge 30 minutes. All snack food provision FOC, less appropriate remissions if applicable (see 15.1 Remissions Criteria and Rates).   |
| Nursery Care, children 2 years old. tbc          | £7.67 (in line with LA funding rates) per hour or divisions of, minimum charge 30 minutes. All snack food provision FOC. Lunches recharged at providers (Chartwells) recharge rate.  |
| Nursery Care, children 3 and 4 years old. tbc    | £5.65 (in line with LA funding rates) per hour or divisions of, minimum charge 30 minutes. All snack food provision FOC. Lunches recharged at providers (Chartwells) recharge rate.  |

## Hourly Rate Calculator for Breakfast Clubs, After School Clubs and Nursery Care

| Full Rate Charges |                                   |                        |                            |
|-------------------|-----------------------------------|------------------------|----------------------------|
| Hours/Minutes     | Breakfast &<br>After School Clubs | Nursery<br>2 Year Olds | Nursery<br>3 & 4 Year Olds |
| 30 Minutes        | £2.25                             | £3.84                  | £2.83                      |
| 35 Minutes        | £2.63                             | £4.47                  | £3.30                      |
| 40 Minutes        | £3.00                             | £5.11                  | £3.77                      |
| 45 Minutes        | £3.38                             | £5.75                  | £4.24                      |
| 50 Minutes        | £3.75                             | £6.39                  | £4.71                      |
| 55 Minutes        | £4.13                             | £7.03                  | £5.18                      |
| 60 Minutes        | £4.50                             | £7.67                  | £5.65                      |

| Remission Rate Charges (only applies to Breakfast & After School Clubs) |               |
|---|---------------|
| Hours/Minutes   | 50% Remission |
| 30 Minutes  | £1.13         |
| 35 Minutes  | £1.31         |
| 40 Minutes  | £1.50         |
| 45 Minutes  | £1.69         |
| 50 Minutes  | £1.88         |
| 55 Minutes  | £2.06         |
| 60 Minutes  | £2.25         |