



**Moorlands**  
Learning Trust

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## **Charging and Remissions Policy**

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	Position/Committee	Date
Approved by	CFO	September 2023
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## CHARGING FOR SCHOOL ACTIVITIES

### Introduction

The purpose of this policy is to ensure that sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in schools and academies in England are followed.

Adherence to this policy will also ensure that all students are treated equitably with regard to contribution to school activities.

The policy's objectives are:

- To ensure that staff are clear for which school activities contributions may be requested; and
- To ensure that both staff and parents are clear about the criteria under which remission of charges may be made.

The school will ensure that parents on low incomes and in receipt of free school meals are aware of the support available to them when being asked for contributions towards the cost of school activities.

This policy distinguishes between 'Educational Activities' and 'Optional Extras'. These terms are as defined by the Education Act 1996 as shown below and categorisation of each activity determines whether it is chargeable on a voluntary or compulsory basis.

### Educational Activities

The schools will not charge for:

- admissions;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum<sup>1</sup>, 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;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National 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;
- swimming activities where they are provided as part of the curriculum offer;

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It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills)

- Initial entry for a prescribed public examination, if the pupil has been prepared for it at the school; and

The school will charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes them to own the object. ;
- optional extras (see below); and
- music and vocal tuition where the tuition is not required as part of the National 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;

### **Optional Extras**

Charges will be made for activities that are categorised as "optional extras".

Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board, lodging and other costs for a pupil on a non-essential residential visit.

In calculating the cost of optional extras an amount will be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff and staff expenses;

- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be obtained in advance therefore of an optional extra activity where charges will be made.

### **Voluntary Contributions – Educational Activities only**

If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an educational activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. The school will make sure that this is clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The school will make it clear to parents at the outset what the policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.

### **Visits – Educational Activities**

The school will not charge for:

- 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 National 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; and
- supply teachers to cover for those teachers who are absent from school

accompanying pupils on a residential visit.

The school will ask for a voluntary donation for:

- board and lodging and the charge will not exceed the actual cost.

When the school informs parents of a forthcoming visit, it will make it clear that parents of students who are entitled to free school meals will be exempt from paying the cost of board and lodging.

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

### **Transport**

The school will not charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated; and
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.

The school will ask for a voluntary donation for:

- transport provided in connection with an educational visit.

The school will make a charge for:

- transport provided in connection with an optional extra.

## **Summary**

All chargeable activities within school will be categorised as 'educational' or 'optional extra'.

The school will request voluntary donations to assist in the funding of **educational activities** as defined above. Parents with students entitled to free school meals will not be required to make a donation. Parents will be made aware that if insufficient donations are received to make the activity financially viable, the activity will be cancelled.

No voluntary donation will be requested for music lessons where they meet the parameters above.

The school will charge for **optional extra** visits and music lessons. Parents with students entitled to free school meals will be entitled to a discount. Charges will be made in instalments and where payment dates are missed the school will remove the student from the trip.

## **Miscellaneous**

Parents will be asked to pay for any willful damage caused by a student.

## **iPad Scheme**

Some Trust schools operate an e-learning scheme where students can have access to a one- to-one device (currently an iPad). This scheme can be accessed by all students at those schools regardless of affordability. Parents have the choice to enter into an agreement to procure the device via a third party, any parents who are unwilling or unable to enter into such an agreement will be supported by the school to ensure that the student has access to an appropriate device.

In the event of breaks, or failure to notify the insurance company of a break within 2 weeks, parents will be asked to pay a £50 charge.

## **External Examinations**

### **Internal Candidates**

Candidates sign an Examination Statement of Entry form confirming their exam entries, which are funded by school. If the candidate then fails to complete any component of the exam (ie by not handing in coursework or failing to attend an exam without a valid reason) then the candidate will be liable for the relevant examination fee. School pays for the initial exam entries, but any student requesting to re-sit an exam must pay the full cost of the re-sit.

Where a current student enters an external examination which is not part of the

school's current curriculum a charge will be made for the full cost of entering the student for the examination and for any tuition provided to prepare the student for the examination.

### **External Candidates**

External candidates will be charged the relevant exam entry fee plus an administration fee of £30 per candidate. One administration fee will be charged in an examination session (of which there are normally four per year) per candidate for any amount of exams/modules entered. Ex-students will have up to one academic year following their official leaving date to retake an examination without being charged the administration fee. Members of staff taking examinations will be charged the relevant exam entry fee, but not the administration fee.

### **Costs Incurred by Late Entries/Amendments**

Heads of Department are asked to check thoroughly provisional and final entries. If it is evident that a late entry/amendment has occurred due to inadequate checking or planning, then the late penalty fee (not the original entry fee) will be met by the Department. Internal and external candidates will be asked to pay the late penalty fee if the delay was as a result of their actions in addition to the exam fee if appropriate.

### **Retake Candidates – Internal**

Any retake candidates will be charged the relevant entry fee for their chosen syllabus or module.

### **Enquiry about Results (Remarks)**

Individual candidates who request an enquiry about results will be charged a fee for this service. The school will only pay if it is deemed that an enquiry should be requested for a group of candidates. It should also be remembered that an enquiry about result of a module could result in the module result being lowered.

### **Access to marked Examination Scripts**

After results are published, candidates can request the return of their original script or a photocopy. There is a cost for this service.

### **Hire and Letting School Premises/Equipment**

Procedures for hiring and letting each school's rooms, facilities and equipment are in accordance with the individual School's Letting Policy.

Each school has an individual table of charges for letting – agreed annually with the CFO; these can be obtained from the individual schools.