

1. Introduction

Tees Valley Collaborative Trust, (the 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

2. Legislation and guidance

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.

3. Definitions

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

4. Roles and Responsibilities

4.1 The Trust Board

The Trust Board has overall responsibility for approving the charging and remissions policy.

4.2 The Local Governing Bodies

The Local Governing Bodies have overall responsibility for monitoring the implementation of this policy in their setting.

4.2 Headteachers and Principals

The Headteacher or Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The academies will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

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

5.1 Education

- Admission applications
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment) for pupils of statutory school age at the setting where they are registered
- Education provided outside of academy school 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 school
 - Religious education
- Pupils aged 16+ who are eligible for ESFA funding (as defined in the respective funding guidance documents)
- 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
- Entry for pupils representing the academy at sporting events

5.2 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 body 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 school

5.3 Educational visits

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

6. Where charges can be made

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

6.1 Education

- Course fees for students aged 16+ who are not eligible for ESFA funding (as directed in the relevant funding guidance documents), including overseas students.

- Course fees for pupils of compulsory school age, where the Local Authority and ESFA decline to provide funding.
- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s)

6.2 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 school 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 school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board 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 school 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.

6.3 Music tuition

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

6.4 Residential visits

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

6.5 Transport

- Transporting registered pupils to or from the academy premises, where the local authority does not have a statutory obligation to provide transport e.g. transport to and from college for post-16 pupils.

7. 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 school hours which would not otherwise be possible.

For example, the academy may ask parents for voluntary contributions towards school trips.

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 school is unable to raise enough funds for an activity or visit then it may be cancelled.

8. Activities we charge for

The Trust may charge for the following activities:

Tuition fees for pupils aged 16+ who are not eligible for ESFA Funding will be charged fees equal to the level of funding that the Trust would receive, if they were eligible for ESFA funding.

Tuition fees for pupils aged 19+ who are not eligible for ESFA funding are required to take out a government backed Advanced Learner Loan to cover the cost of the course. Course fees are inline with Advanced Learner Loan funding rules and are reviewed annually.

Tuition fees for pupils of compulsory school age who complete a course (either full or part time) where the LA and ESFA decline to provide funding.

Breakfast club, school trips, music tuition and afterschool clubs.

Replacement cost for intentional damage to, or theft of Trust property.

9. Remissions

In some circumstances the school 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 Trust Board and will depend on the activity in question.

9.1 Remissions is available for

Employees of the Trust who wish to follow a course at an academy within the Trust will have their tuition fee remitted in full if the course directly benefits their work and there are spare places available. Half-fees will be charged to staff if there is no direct benefit to their work.

The Trust may, from time to time, choose to waive some or all tuition fees chargeable to a pupil. This can only be done in the most unusual circumstances and at the absolute discretion of the Trust. Requests should be made in writing and addressed to the Principal/Headteacher in the first instance.

Date of Approval/Revision	September 2021
Review interval (years)	Annually
Responsible Officer	Chief Financial Officer
Approval/review body (ies)	Trust Executive/Trust Board
Date of next review	September 2022
Public File location	SharePoint/Policies/Academy Websites

This policy has been subject to an Equality Impact Assessment by:

Author/Reviewer: S Langstaff September 2021

SLT/EET: EET September 2021

Governors/Trustees: September 2021

Could/does the policy or procedure have a negative impact on one or more of the groups of people covered by the protected characteristics of equality? If so, how can this be changed or modified to minimise or justify the impact?

Could/does the policy have the potential to create a positive impact on equality by reducing and removing inequalities and barriers that already exist? If so, how can these be maximised?