

LT2 Charging and Remissions Policy

Name of Policy	CHARGING AND REMISSIONS POLICY	
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Our Learning Today Leading Tomorrow Multi-Academy Trust Vision

Vision

Our vision is to build a group of outstanding schools across phases, including specialist provision, to become (a mid-size) Trust that provides vibrant and inclusive learning environments in which every member of the learning community is passionate about learning. The Trust is led by a CEO who works closely with Headteachers who lead the two schools supported by a central team to support finance, HR, estates and governance.

Mission

LT2 Trust and schools will have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we will educate and support all children attending LT2 schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

Values

The Trust Values underpin the mission and provide the basis on which LT2 schools can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

Kindness – The quality of friendliness, generosity, and consideration

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience – The ability to recover quickly and learn from the difficulties we face

Respect – To appreciate the importance of understanding and admiration for others and self

Endeavour – The belief that hard work is needed to achieve something of which we can be proud

1. Organisation and Responsibilities

1.1 Introduction

This policy has been written to set out what charges will be levied for various activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents and carers of pupils at LT2 schools.

1.2 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.

1.3 Definitions

A *charge* is a fee payable for specifically defined activities.

Remission is the cancellation of a charge which would normally be payable.

1.4 Guidance under this Policy

The CFO and each School Business Manager (or equivalent role) are responsible for providing advice and guidance under this policy and reviewing and updating the policy as required.

1.1 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained

The Chair of the Trust is responsible for managing the CEO, Trustees and Governors under this policy.

1.2 The Chief Executive Officer (CEO)

The CEO of Learning Today leading Tomorrow Trust (LT2):

- Takes overall responsibility for the implementation of policies and procedures
- Must provide reports as appropriate to Trustees in relation to this policy
- Ensure that sufficient resources are allocated and authorised within the organisations budget to meet statutory procedures and standards across the Trust
- Is responsible for managing the Headteachers and centrally appointed staff under this policy

1.3 Headteachers

Headteachers of LT2 schools are responsible for:

- The implementation of and compliance with this policy within their school ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance
- Identifying training needs
- Communicating this policy to all relevant people within the school
- Managing school-based teaching and associate staff under this policy

1.4 Senior and Middle Leaders (and other Supervisory Roles)

Although the Headteacher is responsible overall for the implementation of this policy in their school, managers have some specific responsibilities:

- Applying this policy within their own department and area of work
- Resolving any issues members of staff refer to them, informing the Headteacher of any issues to which they cannot achieve a satisfactory solution with the resources available to them
- Where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy

1.5 Other Employee Duties

All employees have a responsibility to:

- Comply with this policy and to co-operate with the schools' leadership and management on all matters relating to it
- Undertake any training recommended by their line manager

1.6 Parents/Carers

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

1.7 Related Policies and Procedures

- LT2 Finance Policy

1.8 Review

This policy will be reviewed annually.

These procedures have been agreed by the board of trustees, who will approve them whenever reviewed.

2. Where charges cannot be made

The Trust recognise that the legislation prohibits charges for the following areas:

3.1 Education

- Admissions Applications
- 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, 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

- Instrumental or vocal tuition for pupils learning individually or in groups, 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 (unless the tuition is provided at the request of the pupil's parent). For example at RFPS, vocal, guitar and keyboard lessons are chargeable to parents as they are additional and not part of the national curriculum.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

3.2 Residential Visits

- Education provided on any trip that takes place during school hours
- Education provided on any trip 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

3.3 Transport

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport. In these cases, the local authority is responsible for providing transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational trip

3. Where charges can be made

The Trust/School can and may levy charges as follows:

4.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes the child to own them
- Optional extras where the schools can charge for the proportionate costs for an individual child of activities wholly or mainly outside of school hours and providing materials, books, instruments and equipment (see below)
- Certain early years provision
- Community facilities

4.2 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 or religious education
- Examination entry fee(s) and re-sit 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 though this charge must not exceed the actual cost.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- Non-teaching staff costs
- Entrance fees
- Insurance costs

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.

4.3 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

4. Voluntary Contributions

Parents and carers may be invited to make a voluntary contribution for the following:

- Cost of any school activity, whether residential or not, which involves cost for transport or entrance fees
- Cost of a second entry for examinations
- Cost of a special activity within school such as theatre performance
- The school fund at their child's school

The terms of any request made to parents will specify:

1. That the contribution is genuinely voluntary and a parent is under no obligation to pay; and,
2. That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution response to the request.

The responsibility for determining the level of voluntary contribution requested is delegated to the Headteacher at each school within the Trust.

Voluntary contributions will be used to:

- Pay for specific school activities
- Pay for pupils' second entry for school examinations
- Activities as mentioned in the Constitution of each School Fund

5. Activities our schools charge for

A detailed list of all the activities the individual LT2 schools charge for can be requested from their offices. This list details each activity and explains how the charges are calculated. The charges are determined by the schools and reviewed each year.

6. Remissions

In some circumstances the school may reduce the costs for items or activities set out in sections 4 and 5 of this policy. This will be at the discretion of the Trust Executive Team (Headteachers and CFO) and will depend on the activity in question.

7.1 Remissions for residential visits

Remissions for residential visits will be considered for pupils who are in receipt of Pupil Premium.