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# CHARGING & REMISSIONS POLICY

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2023-24

Public

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## Summary

This policy outlines the activities that IET can and cannot charge for under the Education Act 1996.

It also gives details of “optional extras” and when IET will attempt to recover costs due to damage/loss.

For estates lets please see the IET lettings policy.

Public

## 1 Statement of Intent

Isle Education Trust (IET) is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of academy trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for academy activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions

## 2 Definitions

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

## 3 Legal Framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- The Education (Charges for Early Years Provision) Regulations 2012
- DfE (2014) 'Charging for Academy Activities'
- DfE (2017) 'Governance Handbook'
- 'Our Funding Agreement'

## 4 Charging for Education

We will not charge for:

- 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, part of a syllabus for a prescribed public examination that the student is being prepared for by the academy, or part of religious education.

- Instrumental or vocal tuition, unless provided at the request of the student's parents.
- Entry for a prescribed public examination, if the student has been prepared for it at the academy.
- Examination re-sits if the student is being prepared for the re-sits at the academy. (However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parents).

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Certain early years/nursery provision
- Use of community facilities

## 5 Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided a charge can be made for providing materials, books, instruments or equipment.

Optional extras are:

- Education provided outside of academy time that is not:
  - Part of the national curriculum.
  - Part of a syllabus for a prescribed public examination that the student is being prepared for at the academy.
  - Part of Religious education.
- Examination entry fees where the student has not been prepared for the examinations at the academy
- Transport, other than that arranged by the LA for the student to be provided with education
- Board and lodging for a student on a residential visit
- Extended day services offered to students, for example breakfast club, after-school clubs, tea and supervised homework sessions

When calculating the cost of optional extras, the academy will only consider the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The Trust will not charge more than the actual cost of providing the optional extra divided by the number of participating students. We will not charge a subsidy for any students wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during academy hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be based on 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

We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the student was not prepared for it at the academy.
- The examination is not on the prescribed list, but the academy arranged for the student to take it.
- A student fails, without good reason, to complete the requirements of any public examination where the Trust originally paid or agreed to pay the fee.
- The student does not meet the academy's criteria for entry and parents request an entry is made

## 7 Examination re-sits

Where a student is entered for a second or subsequent attempt at an examination, we will pay the fee. Once students have left the academy, re-sits must be taken at the academy.

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

## 8 Voluntary contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the academy or academy activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to contribute, and notify parents whether assistance is 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, and the academy cannot fund it via another source, the activity will be cancelled.

We 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 academy 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 student’s parents.

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

## 10 Transport

We will not charge for:

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

## 11 Residential visits

We will not charge for:

- 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, part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or part of religious education.
- Supply teachers to cover for teachers who are absent from the academy accompanying students on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

## 12 Education partly during academy hours

If 50 percent or more of the time spent on an activity occurs during academy hours (including time spent travelling if the travel occurs during academy hours), it is deemed to take place during academy hours and no charge will be made. Academy hours do not include the break in the middle of the day.

If less than 50 percent of the time spent on an activity occurs during academy hours, it is deemed to have taken place outside academy hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or part of religious education.

The remission of charges for board and lodging payments is the responsibility of the academy. These costs will be borne by our contingency funds.

Any charges for extended day services will be optional and charged accordingly.

## 13 Damaged or lost items

The IET Board reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student. Within each academy's disciplinary code compulsory charges may be made by the academy for: replacement of broken windows or fittings, defaced or damaged textbooks or any other damage or loss occurring as a result of bad behaviour. The academy is empowered to recover this loss and resultant costs as a civil debt.

## 14 Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance



- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

To request assistance, parents should contact the relevant Academy by letter, phone or email.

## 15 Refunding of Charges

Charges and contributions are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the Trust will refund any surplus of £5 or more per student who contributed to the activity. Any amount below this will be transferred to the Discretionary Grants fund and used to support access to optional activities for those pupils whose families are experiencing financial hardship.

## 16 Monitoring arrangements

The CF&OO monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the IET Board annually.

At every review, the policy will be approved by the IET Board.

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