



# The Gateway Trust

## Charging and Remissions Policy

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### Admin Use

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# Change Log

07/11/2023 - New policy re written to current guidance

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# Statement of intent

The Board of Trustees are committed to ensuring equal opportunities for all pupils/adults, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child or adult is discriminated against by our offering of school trips, activities and educational extras.

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

We promise:

- Not to charge for education provided during school hours and within normal classroom activities.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

## 1. Legal frameworks

1.1. 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
- DfE (2018) 'Charging for school activities'
- \*DfE (2019) 'Governance handbook'
- \*'Our Funding Agreement'

## 2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside 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 by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- [Music and vocational tuition \(in certain circumstances\)](#)
- Use of community facilities

## 3. Examination fees

3.1. We may charge for examination fees if:

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

## **4. Examination re-sits**

- 4.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.
- 4.2. 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.

## **5. Voluntary contributions**

- 5.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school 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 make a contribution, and notify parents whether assistance is available.
- 5.2. 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 school cannot fund it via another source, the activity will be cancelled.
- 5.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## **6. Music tuition**

- 6.1. 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.
- 6.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **7. Transport**

- 7.1. We will not charge for:
  - Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
  - Transporting registered pupils to other premises where the governing board 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 the school.
- Transport provided on an educational visit.

## **8. Residential visits**

- 8.1. We will not charge for but will ask for a voluntary contribution 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, 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 teachers accompanying pupils on visits.
- 8.2. We may charge for board and lodging – but the charge will not exceed the actual cost.
- 8.3. Parents may be exempt from board and lodging costs if they can prove that they are in receipt of one or more benefits, see point 12 below.

## **9. Education partly during school hours**

- 9.1. If 50 percent 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 and a voluntary contribution will be requested.
- 9.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will on request a voluntary contribution 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 at the school, or part of religious education.
- 9.3. Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will only ask for a voluntary contribution on top of boarding and lodgings costs.
- 9.4. Any charges for extended day services will be optional.

## **10. Damaged or lost items**

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

## **11. Remissions**

- 11.1. 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.

11.2. 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit

11.3. To request assistance, parents should contact the school office.

## **12. Other forms as requested**

12.1 From time to time parents may request the school to fill out other forms for example passport applications or verifying identity.

12.2 If this is requested the school will ask for a flat rate of £10 to cover admin costs

12.3 The school is under no obligation to complete and of these forms or verification.