



Kingston Educational Trust

Charging and Remissions Policy

December 2021

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Approved by: Buildings, Finance and Resources Committee, Kingston Educational Trust

Frequency of review: At least every 3 years

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Next review due: December 2024

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Charging and Remissions Policy

1. INTRODUCTION

The purpose of this policy is to set out:

- robust, clear processes for charging and remissions; and
- the types of activity that can be charged for and when charges will be made.

Kingston Educational Trust recognises the valuable contribution that a wide range of activities including school visits, after school clubs and residential experiences can make towards a pupil's education and aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities. We believe that all our pupils should benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means. This policy also describes how we will try to ensure a good range of visits and activities is offered and minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

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).

3. GENERAL PRINCIPLES

The general principle within the relevant legislation is that **no charge will be made for:**

- education within school hours (excluding the mid-day break) including the supply of books, materials; instruments or, equipment ; or
- transport -schools cannot charge for:
 - o transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
 - o transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
 - o transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
 - o transport provided in connection with an educational visit; or
- education outside school hours which forms part of the school's curriculum; or
- entry for a prescribed public examination or a re-sit prepared for by the school.

4. EXCEPTIONS

Charges are permitted to meet the costs of the following:

- Education outside or predominantly outside school hours* (which does not form 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);
- Board and lodging on residential educational trips (however parents/carers in receipt of certain benefits (see section 7 below) which would qualify for free school meals cannot be charged;
- Music tuition and the hiring of musical instruments where the tuition does not form part of the school's curriculum;
- Books, instruments, or equipment, where the pupil's parent/carer wishes him/her to own them;

- Materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons), where parents/carers have agreed in advance that the finished article should be owned by the parent/carer or the pupil;
- Entering a pupil for a public examination which is not prescribed in regulations, and for preparing the pupil for such an examination out of school hours;
- Entering a pupil for a public examination against the wishes of the school;
- Re-marking an examination paper where the re-mark is requested by the parent/carer or pupil;
- Re-sits of prescribed public examinations where no further preparation has been provided by the school; and
- Voluntary optional extras provided outside of school hours (or mainly outside school hours)

In all cases where a permitted charge is made, parents/carers will be told the amount in advance. Any charge made in respect of an optional extra will not exceed the actual cost of providing the 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; or
- the cost of alternative provision for those pupils who do not wish to participate; or
- the cost of supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

*Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours

5. VOLUNTARY CONTRIBUTIONS

- a. Voluntary contributions may be requested for the benefit of a school or for any visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested for a visit or activity parents/carers will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per pupil incurred. The school's Pupil Premium funding may be used to support those pupils in respect of which the school receives that funding. No pupil will be excluded from a visit or activity if their parent/carer cannot or chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received and this will be made clear to parents/carers at the outset..

b. CHROMEBOOK SCHEME

Loan Scheme

The Kingston Academy provides Chromebooks for curriculum use where it is required in lessons. Where a parent/carer prefers not to contribute to the Chromebook Scheme, their child will not be at a disadvantage, and will have the use of a loaned device to participate in the activity of that lesson. Parental contributions to the Scheme will enable pupils to take an issued device home, for the completion of homework. A regular monthly contribution for the duration of the Scheme is required to permit this benefit and ownership of the device will then pass from the school to the parent/carer at the end of the Scheme, all monthly payments must be up to date, for title to pass. Requests for help from parents on statutory benefits will be considered and assistance provided within the limits of the school's budget. Such support is at the Head teacher's discretion and will be dealt with in the strictest confidence. The school's Pupil Premium funding will be used to reduce the costs of the Scheme for those pupils in respect of which the school receives that funding. Charges for the scheme will be based on costs for the device package at the relevant time, and will not include any additional charge to cover the cost of devices for those pupils whose parents/carers are unwilling or unable to contribute.

Purchase Scheme

As from September 2018 no new loan schemes were introduced. As a Trust that embraces technology and use of Chromebooks across the curriculum to enhance teaching and learning, parents of pupils at

The Kingston Academy are given the opportunity to purchase a Chromebook through a scheme run by the school (at cost or less) which offers a range of payment plans and a substantial discount for pupils eligible for the Pupil Premium Grant. However if parents/carers do not wish their child to own a Chromebook their child will not be at a disadvantage, and will have the use of a loaned device where required to participate in a lesson.

6. OTHER CHARGES

Photocopying and/or printing, which is not required by a member of staff, may be charged for.

The school will seek payment from parents/carers for damage to or loss of school property caused wilfully or negligently by their child.

7. REMISSIONS

In order to reduce financial barriers from disadvantaged pupils, some activities and visits, where charges can legally be made, may be offered at no charge or a reduced charge to parents or carers in receipt of the benefits set out below. Where charges are to be made to parents/carers, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents/carers on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Eligible benefits:

- Universal Credit (in certain prescribed circumstances);
- Income Support;
- Job Seekers Allowance (Income Based);
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income as assessed by HMRC does not exceed certain limits;
- Support under part VI of the Immigration & Asylum Act 1999;
- The 'Guaranteed Element' of Pension Credit.

Where a parent does not receive an eligible benefit, schools will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

8. REVIEW

This policy will be reviewed by a member of the Executive Leadership Team and by the Kingston Educational Trust at least every three years.

Next review due: December 2024

Date: 6 December 2021

The policy was approved at a meeting of the Buildings, Finance and Resources Committee held remotely due to COVID-19 controls and the Chair was not physically present to sign.