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Charging & Remissions Policy

Enabling a world of freedom, opportunity and fulfilment

History of Policy Changes:

Date	Page	Change	Origin of Change
September 2023		New Trust-wide policy	

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Charging and remissions in our academies

1 Introduction

Magna Learning Partnership (MLP) recognises the value that participation in a wide range of additional activities, including educational visits and enrichment activities makes towards the education of children and young people.

The Trust's funding agreement sets out the basis on which the Trust can charge, the agreement is published on the trust's website. This policy aims to clearly set out when charges will apply. "Remissions" refers to when charges that are normally payable are reduced or cancelled.

Further information can be found in the Department for Education document: [Charging for School Activities \(May 2018\)](#)

1 Context

Our academies do not charge for:

- Admission applications
- Education that is part of the national curriculum, related to studying for an exam at the academy or religious education
- Entry for a prescribed public examination if the student has been prepared for it at the academy
- Examination re-sit if the student is being prepared for the re-sit at the academy

Opportunities may be available during the academic year for learners to participate in optional activities which do not form part of the curriculum, such as overseas visits. Parents will be required to pay the full cost of provision of these activities.

Some activities which broaden the curriculum and make it more interesting for learners are expensive. Our academies do not have funds available to cover the costs of such optional extras and voluntary contributions are requested. No learner will be denied the chance of undertaking these activities regardless of any contribution made, but if voluntary contributions do not meet the full costs, the activity may not go ahead.

In some cases, the academy may decide to use Pupil Premium (available to children under 17) to support the participation of eligible learners in chargeable activities.

Textbooks and other equipment will be provided from academy resources. Parents remain responsible for providing school uniform and suitable clothing for particular activities, such as Physical Education.

MLP wishes to use the funds available to the Trust in the most effective way for all learners.

1 Charges

MLP academies reserve the right to make a charge in the following circumstances:

- **School meals** - There is no charge for children who are entitled to free school meals or universal infant free school meals (Reception, Years 1 & 2). Pupils who are not entitled to free school meals will be charged a set amount per meal as decided by the Trust/Catering provider. Parents/carers on low incomes can apply for Free School Meals at any point during their child's time at school. If parents/carers receive any of the benefits in section 6, or other means tested benefit, they can apply to be assessed for eligibility. All applications are dealt with in a strictly confidential manner.
- **Music or vocal tuition**, in line with the Charges for Music Tuition (England) Regulations 2007, for individuals and/or groups (provided at the request of parents/carers) which takes place in or out of academy hours and which is not provided as part of the syllabus for a prescribed public examination, or to fulfil the requirements of the curriculum.
- **Activities that take place outside academy hours**, which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the curriculum or to Religious Education. Parents will be required to pay the full cost of these optional activities.
- **Transport to activities** outside of the regular education provision which are not part of the national curriculum.
- **Residential field trips** may take place in connection with some curriculum courses, such as Geography. No charge will be made for the tuition on these courses or for the cost of travel to and from the centres. However, a charge will be made for board and lodging during a residential course and a voluntary contribution towards the cost of the activity may be invited.
- **Examination fees** for entering learners for public examinations which are **not prescribed** in Regulations made under the Education Act 1996.
- **Examination fees** for entering learners for prescribed public examinations in a syllabus **other than** that for which they have been prepared at the academy. Examination entry fees for courses which are delivered during academy time are free of charge. If, however, a pupil fails, without good reason, to meet any examination requirement the **examination entry fee will be recovered** from the learner's parents/carers.
- The academy will seek to recover costs from parents/carers whose children **fail to attend an examination** for which a fee has been paid.
- Preparing learners for **non-prescribed public examinations** where the preparation takes place outside academy hours.
- Entering learners for **re-sits of prescribed public examinations** where no further preparation has been provided by the education establishment.
- **Charging for the cost of materials, ingredients, equipment** for subjects such as design or food technology where the materials/ingredients are provided by the academy and the finished product is

taken home or consumed. This will apply in particular to Food Technology, Textiles, Design Technology, Construction, Art, Ceramics and Photography but may in special circumstances apply to other subjects.

[Breakages or damage](#) to academy or Third Party premises and equipment will be recovered from parents/carers e.g. wilful or negligent damage to academy property, or who misuse or lose academy materials or books. Lost books will be charged at the full replacement cost. Unpaid charges legally recoverable will be recouped, together with resultant costs, as a civil debt.

- The Trust provides chargeable [transport](#) for learners who are not eligible for free school transport. The local authority provides free transport to the nearest suitable school when:
 - the academy is more than 2 miles away for learners under 8
 - the academy is more than 3 miles away for learners over 8 until the end of key stage 4
 - there's no safe walking route between home and school
 - the learner cannot walk safely due to special educational needs or disabilities or a mobility problem
 - the family income is low (entitled to free school meals or receive maximum working tax credit) and the academy is over 2 miles away

Find out more about [applying for free school transport](#) from your local council.

- Any [materials, books, instruments or equipment](#) where the learner's parent wishes him/her to own them. In some subjects, additional guides are available; if parents/carers wish their child to have their own personal copy, a charge is made.

4 Voluntary Contributions

From time to time, activities may be offered to learners to participate in optional activities inside or outside of normal academy time. If these activities form part of the national curriculum, or a recognised examination course, they will be free of charge but voluntary contributions may be invited. If the activity is outside the national or examination curriculum, it is defined as an optional extra and a charge will be made to cover the actual costs incurred. Participation in these activities will be on the basis of parental choice and a willingness to meet the charges levied.

- There will be no obligation to contribute. If sufficient contributions in order to cover the required costs are received all learners will take part in the specified activity. If sufficient contributions are not received, then the activity will not be able to run.
- Learners will not be treated differently if parents do not contribute.
- In all cases where charges or voluntary contributions are requested, parents will be advised in advance and money collected prior to the activity taking place.
- If costs cannot be met by contributions (with any approved subsidy/remissions costs) the activity will be cancelled.

5 Work Experience

The Trust expects that any travel costs from home to place of work are met by parents when learners are on work experience placements.

6 Remission of Charges

Remission of any charges levied by the academy will normally be granted (except in the case of the finished products of practical lessons) where parents or guardians are able to prove that they are in receipt of;

- Universal credit [Universal Credit: What Universal Credit is - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/universal-credit-what-universal-credit-is)
- Income support [Income Support: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/income-support-overview)
- Income based Job Seekers Allowance [Jobseeker's Allowance \(JSA\): How it works - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/jobseekers-allowance-jsa-how-it-works)
- Support under part IV of the Immigration and Asylum Act 1999 [Asylum support: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/asylum-support-overview)
- Child Tax Credit [Child Tax Credit: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/child-tax-credit-overview)
- Working Tax Credit [Working Tax Credit: Eligibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-tax-credit-eligibility)
- The guarantee element of Pension Credit [Pension Credit: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/pension-credit-overview)
- Income related employment and support allowance [Employment and Support Allowance \(ESA\): Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employment-and-support-allowance-esa-overview)

The academy may subsidise an activity where a hardship case is made by an individual parent. Such subsidy will be made at the Academy Leader's discretion only when appropriate to an essential activity in the national curriculum and the learners' progress.

The academy may subsidise an activity or support a family that is subject to pupil premium at the Academy Leader's discretion. The Academy Leader will agree a teaching and learning plan to support this group in line with the national curriculum, learner need and learner progress.