

Charging and Remission Policy

The policy will be promoted and implemented throughout the Trust.

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Revision History:

Version	Date	Author	Summary of changes
1.0	Aug 2015	DWY/SCA	New policy
2.0	Sept 2015	DWY/SCA	Job title changes
3.0	Sept 2015	DWY/SCA	Framework section updated re. business continuity
4.0	Mar 2016	DWY/CJO	Removed Whistleblowing Policy; making it a standalone policy.
5.0	Aug 2016	DWY	Updates to Procurement Policy and Charging and Remissions Policy sections and job title changes.
6.0	Sept 2017	DWY	Extensive revisions made based on two years of operational experience as a MAT
7.0	Sept 2018	DWY	Trust name and logo changed; job titles updated; Income section updated with new funding formula; improved definitions for quotations and routine purchasing; minor formatting.
8.0	Sept 2019	DWY	Minor changes in response to AFH2019
9.0	Jan 2021	DWY	Minor changes in response to AFH2020. Removal of Charging and Remissions Policy and Procurement Policy to be standalone documents.
10.0	Sept 2021	DWY	Minor changes
11.0	Sept 2022	DWY	Expanded information re. context and aims ; addition of voluntary contributions section.
12.0	Nov 2023	DWY	Minor grammatical changes
13.0	Sept 2024	PH	Updated section 6 for working with a lettings company; Minor formatting amendments; 3-year review cycle

Charging and Remission Policy

1. Context and Aims

- 1.1 A Charging and Remissions Overview is referenced in the Finance Policy, this policy provides additional detailed guidance.
- 1.2 The Mead Educational Trust aims to:
 - Have robust, clear processes in place for charging and remissions.
 - Clearly set out the types of activities that can be charged for and when charges will be made.

2. Introduction

- 2.1 In accordance with the Education Reform Act of 1988 and sections 449-462 of the Education Act, 1996 no charges are to be made for any books, materials, equipment, or apparatus used during school hours.
- 2.2 The charging policy is applied in line with section 457 of the Education Act 1996 which e.g., allows charges to be made for residential school trips and artefacts made in school and taken home.

3. Voluntary contributions

- 3.1 Where a school cannot levy charges and it is not possible to make these additional activities within the resources available to the school, the school may request or invite parents to contribute towards the cost of the trip or activity. Pupils will not be treated differently according to whether their parents have made any contribution in response to the request or invitation. Where there are not enough voluntary contributions to make the activity viable, then it will not take place.
- 3.2 No pupil will be disadvantaged because of family circumstances. A remissions policy will be applied. The charges may be remitted in part or full if deemed reasonable in individual circumstances.

4. Refund of surplus money

- 4.1 Where, after the visit, there is a financial surplus that is equal to £3 or more per place, money should be shared evenly between the contributors, unless written agreement has been received to the contrary. Smaller balances will be retained and earmarked to support future trips and visits.

5. Specific examples of how the charging policy will be applied.

5.1 Educational *day visits*:

- No charge will be levied in respect of day visits that take place during school hours and are part of the curriculum.
- Visits for curriculum enhancement can be charged.

5.2 Residential *visits*:

- For those which are essential to the National Curriculum, preparation for prescribed examinations a charge will be levied for Board, Lodging and transport.
- For those which are not essential to the National Curriculum, statutory RE, preparation for prescribed examination a charge will be levied for the full cost if the amount of school time is less than half of the total time of the trip. If the amount of school time is half or more of the total time of the trip, a charge will be levied to recover costs.

5.3 Remissions for residential visits

- In addition to pupils formally registered with Pupil Premium entitlement, parent/carers who can prove that they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodgings on residential trips.
 - Income Support
 - Income-based Jobseekers Allowance
 - Income related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act
 - The guaranteed element of Pension Credit
 - Child Tax Credit (providing that Working Tax Credit is not also received, and the family's gross annual income does not exceed the statutory maximum)
 - Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
 - Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than the statutory minimum– after tax and not including any benefits)

5.4 Examination Entries:

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination, and it considers that for educational reasons the pupil should not be entered, and the pupil's parent/carer wishes the pupil to be entered (or the pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently achieves a grade in the exam, the school will refund the cost.
- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- A charge will be levied for pupil re-sitting an examination (unless the resit has been recommended by the school).

5.5 Materials and Textbooks:

- Where a pupil or parent/carer wishes to retain items produced because of art, craft and design, or design and technology, a charge may be levied for the cost of the materials.
- In the case of Food Technology, pupils usually provide their own ingredients, however if the pupil forgets, a charge can be levied if ingredients are provided.
- Textbooks are provided free of charge, however in some subjects, additional revision guides are made available, for which a charge is made.

5.6 Music Tuition:

- The cost of peripatetic tuition is subsidised by the school.
- No charge is levied where music tuition is an essential part of the National Curriculum, or a prescribed public examination syllabus followed by the pupil.
- Remission of RMS fees is available when parents receiving music tuition are in receipt of relevant benefits.

5.7 Out of School activities:

- No charge will be made for activities outside school hours that are part of the National Curriculum, or that form an essential part of the syllabus for an approved examination.

- If a pupil is prepared, outside school hours, for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

5.8 Damage/Loss to property:

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the principal may decide.

5.9 Expenses

- The school will expect parents to cover any costs involved in interviews at universities, work experience travelling expenses etc. A small fund will exist to assist families on low-income levels. Application for such funding will be dealt with in the strictest confidence and any such application should be made direct to the principal.
- A charge will be levied in respect of wilful damage, neglect, or loss of property (including premises, furniture, equipment, books, or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the principal may decide.

5.10 Sale of items

- Departments throughout the school may purchase items in bulk and sell at cost to pupils, including examination revision materials. Each school will ensure that all income taken for these sales is fully recorded and prepared for banking at the earliest opportunity.

5.11 Other charges

- The principal may levy charges for miscellaneous services up to the cost of providing such services e.g., copying a pupil's file.

6. Additional Funds

6.1 The school welcomes extra funds raised by Parent Teacher Student Partnership groups and this income will be earmarked to purchase special items.

6.2 The schools will make their facilities available to outside users at a charge of at least the cost of providing the facilities or in line with the agreed pricing structure in place either locally or through TMET's lettings partner company. For schools not working with the lettings partner company, letting and hire of the school is conducted in line with each school's individual Letting and Use Policy which includes a scale of charges.

7. Equal Opportunities

7.1 Educational opportunities provided at TMET schools during school hours are available to pupils regardless of ability to pay and that other activities are charged for in a fair and transparent way.