



The Crossley Heath School

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CHARGES AND REMISSIONS FOR SCHOOLS ACTIVITIES

Version Control

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Changes

Only amendments to the policy are changing the word governor to trustee and the finance post to CFO.

CHARGES AND REMISSIONS FOR SCHOOL ACTIVITIES

Review Date: November 2025
Responsibility: Chief Financial Officer
Status: Statutory

1. Purpose

- 1.1 This policy sets out the school's position in providing charges and remissions for school activities in line with the legislation identified below.

2. Scope

- 2.1 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.
- 2.2 The Charges for Music Tuition (England) Regulations 2007 (<https://www.legislation.gov.uk/uksi/2007/2239/regulation/3/made>) set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

3. Roles and Responsibilities

- 3.1 The Board of Trustees
Responsibility for approving the charging and remissions policy has been delegated to the Business & Resources Committee.
- 3.2 Chief Financial Officer (CFO)
The CFO is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
- 3.3 Staff
Staff are responsible for:
- Implementing the charging and remissions policy consistently
 - Notifying the CFO of any specific circumstances which they are unsure about or where they are not certain if the policy applies
 - The school will provide staff with appropriate training in relation to this policy and its implementation.
- 3.4 Parents
Parents are expected to notify staff or the CFO of any concerns or queries regarding the charging and remissions policy.

4. Where charges cannot be made

Below we set out what we **cannot** charge for:

- 4.1 Education
- Admission applications.
 - Education provided during school hours (including the supply of any materials, books, instruments or other equipment).

- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

4.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the **Board of Trustees** or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

4.3 Residential visits

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

5. **Where charges can be made**

Below we set out what we **can** charge for:

5.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see section 5.2).
- Music and vocal tuition, in limited circumstances (see section 5.3).
- Community facilities.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

5.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or Board of Trustees has arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit. We can charge for board and lodging on residential visits; however, the charge must not exceed the actual cost.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- The cost of buildings and accommodation.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

5.3 Music tuition

- Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.
- Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum;
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme;
- for a pupil who is looked after by a local authority.

6. **Voluntary contributions**

As an exception to the requirements set out in section 4 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Sporting activities
- Reward trips

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

7. Activities we charge for

7.1 The school currently charges for:

- all optional extra trips
- music lessons
- some school associations and clubs
- Exam resits
- Lost Planners
- Locker rental (where available)
- Travel for optional extra trips
- supply of ingredients and materials (except where financial hardship)
- Where parents indicate, in advance, that they wish to own the finished product.

For regular activities, the charges for each activity will be determined by the the school and reviewed each year. Parents will be informed of the charges for the coming year in June of each year.

7.2 Field trips

When planning for Field Trips, particularly for 'A' level courses such as Biology and Geography, whilst they are not a compulsory part of the curriculum, they have a high educational value and as such the school provides a school contribution towards these.

Department Leaders are aware of the limitations of the school budget and will determine a subsidy for students in consultation with the Headteacher and the CFO. Department Leaders are required to arrange Field Trips so that the total cost falls within the sum of the total student contribution and the total school contribution.

7.3 It is the Trustees' policy that charging for these activities where permissible should be left to the discretion of the Head Teacher.

8. Remissions

In some circumstances the school may not charge for items or activities set out in sections 5 and 7 of this policy. This will be at the discretion of the Board of Trustees and will depend on the activity in question.

8.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

- 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 £7,400 per year – after tax and not including any benefits)

8.2 Financial Support for Students in Years 7-11

School receives pupil premium monies for students who meet the pupil premium criteria (mainly free school meals entitlement). This money may be used to fund/part fund trips, visits etc. for these students. For students not in receipt of FSMs funding maybe available from the Crossley Foundation via the Finance Team depending on individual financial circumstances.

8.3 Financial Support for Post 16 Students

Students in the 6th form requesting assistance with educational items such as field trips, transport costs or books, should request assistance from the Bursary Fund held by the CFO. The Bursary Fund will be promoted to all 6th form students so that they are aware of its existence. If assistance is not available via this funding, assistance may be available from the Crossley Foundation via the Finance Team.

9. **Recovery of Charges and Costs**

The school reserves the right to charge parents the full cost of restitution and repair to the fabric of the building, machinery, vehicles, equipment or other assets where damage has been caused by vandalism, negligence or willful behaviour.

The school holds parents and guardians responsible for these costs and charges specified in this policy which are incurred by their children. The school reserves the right to take any action it deems appropriate to recover money owed including legal action where there is a dispute or a refusal to pay and the school is satisfied there is no evidence of family hardship.

10. **Monitoring arrangements**

This policy will be reviewed annually.