# Mark Rutherford School

# Charging & Remissions Policy

## September 2026

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| **Author:** | Business Manager |
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# 1. AIMS

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers of students at Mark Rutherford School.

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these 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 to 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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

# 3. DEFINITIONS

- **Charge**: a fee payable for specifically defined activities.
- **Remission**: the cancellation of a charge which would normally be payable.

# 4. ROLES AND RESPONSIBILITIES

### 4.1 Headteacher

The Governing Board has delegated responsibility for managing and approving the implementation of this policy to the Headteacher and Business Manager.

### 4.2 Business Manager

The Business Manager is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Business Manager 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.

### 4.4 Parents/Carers

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

# 5. WHERE CHARGES CANNOT BE MADE

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

### 5.1 Education

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

### 5.2 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 Governing Board 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.

### 5.3 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, covering for teachers who are absent from school, accompanying pupils on a residential visit.

# 6. WHERE CHARGES CAN BE MADE

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

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see section 6.2).
- Music and vocal tuition, in limited circumstances (see section 6.2).
- 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.

### 6.2 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 Governing Board has arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- 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/carers 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.

# 7. VOLUNTARY CONTRIBUTIONS

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.

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

- Rewards trips and events
- Fundraising events

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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.

# 8. ACTIVITIES WE CHARGE FOR

The school will charge for the following activities:

### Residential Visits and Trips

We can charge for transport, board and lodging on residential visits and day trips, but the charge must not exceed the actual cost.

Fieldtrips, visits and other events are organised by the school to enhance the education of our pupils. For those events which are <u>not a compulsory part of the curriculum</u> it is necessary to charge parents/carers for any costs incurred. These may include such items as accommodation, transport, insurance, equipment, additional tutoring, consumables (e.g. files, worksheets, and leaflets), entrance fees, VAT and so on.

### Music Tuition

We 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/carer.

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

- For a pupil who is looked after by a local authority

**Food Studies**

Food Studies students are expected to provide ingredients as needed. In the case of difficulties these can be provided by the school if sufficient notice is given.

### Food and Drink

Food and drink provided in the school canteen. Prices are regularly reviewed to ensure all costs are covered. Prices may be changed after consultation between the Headteacher, Business Manager and Catering Manager. Parents/carers will be informed of the charges immediately after revised charges are approved. The full list of food options and prices can be found on our website. Students eligible to free school meals will be entitled to £3 per day on food purchases only.

**School Shop**

The school shop will offer a range of items such as revision books and basic administration items at a price which covers costs of purchasing these items only.

**Damage/Vandalism**

Damage, vandalism and/or the loss to and the of academy's property.

**Breakages and Replacements**

Breakages and replacements as a result of damages caused willfully or negligently by students.

**Library Fines**

Reasonable charges will be made to replace lost or damaged books.

**Extra-Curricular Activities and School Clubs**

Charges will only cover any cost of the club/activity if provided by external parties.

# 9. REMISSIONS

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Governing Board and will depend on the activity in question.

### Remissions for residential visits and school trips

Parents/carers who can prove they are in receipt of any of the following benefits (generally pupil premium students) will be exempt from paying the full 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

**Individual request for financial assistance**

Requests for financial assistance should be made in writing to the Business Manager who may be able to agree flexible, extended payment terms.

The Headteacher holds a small contingency fund to support requests for financial assistance. 'Essential' activities will take precedence over 'nonessential'.

Parents/carers in receipt of certain benefits and if registered as a Pupil Premium student will be considered as first priority for assistance.

In most cases, parents/carers will be asked to bear a percentage of the cost.

All cases will be treated individually and in the strictest of confidence.

# 10. MONITORING ARRANGEMENTS

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher and School Business Manager annually.