



Calder Learning Trust

Charging and Remissions Policy

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Ratified by Governors	March 2024
Review Date (with amendments)	March 2025
Governors Committee	Full Governors

Introduction

The Calder Learning Trust supports the right of every student in the trust to receive a free education and a breadth of experiences. However, there are some circumstances where charges are applied and this policy outlines these.

Sections 449-462 of the Education Act 1996 sets out the law on charging for activities in schools maintained by Local Authorities in England. This policy incorporates the DfE advice document 'Charging for School activities' 2018, and accurately reflects the advice of the Education Act 1996.

Activities with no charge

- **Admissions**

This includes admission application to any state-funded school. Paragraph 1.9 (n) in the School Admissions Code 2021 rules out requests for financial contributions during any part of the admissions process.

- **Education provided during school hours**

(Note: this does not include the break in the middle of the school day ie. lunchtime)

Including the supply of books, materials and/or instruments to provide that education.

- **Education provided outside of school hours if it is part of the national curriculum**

This is not restricted to learning outside the classroom that is specifically subject based (such as geography fieldwork) but also includes activities designed to fulfil the requirements of the national curriculum inclusion statement, part of a syllabus for a prescribed public examination that the student is being prepared for by the trust or part of religious education.

- **Instrument or vocal tuition**

For students learning individually or in groups as part of their core programme of national curriculum study. This does not include the request of parents for individual tuition outside of the national curriculum.

- **Examinations**

There is no charge for entry for a prescribed public examination if the student has been prepared for it and entered for it by the trust.

There is no charge for examination resits at the request of the school and where the school has prepared and entered the student for this. This does not include the requests of parents for resits.

- **Transport**

There is no charge for transport where:

- Transporting registered students to or from school premises where the local authority has a statutory obligation to provide transport.

- Transporting registered students to other premises where the governing body or local authority has arranged for the student to be educated.
- It is transport that enables a student to meet an examination requirement where they have been prepared for and entered for this by the trust.

Charging for School Activities

The Calder Learning Trust will consider asking parents/carers to meet the cost of the following activities. In all cases the charge will not exceed the cost of providing the activity or materials.

- **Educational trips and residential visits** – transport, activities, board and lodgings.
- **Music and vocal tuition** – where students undertake peripatetic instrumental or vocal tuition above the national curriculum requirements and at the student or parents' request. These may be individual or small group lessons.
- **Examinations** – where a student withdraws from an examination without the agreement of the trust, a charge will be made. Governors reserve the right to charge for the resitting of exams or modules.
- **Trips and visits in addition to the national curriculum** – parents should be aware that these may be cancelled if there are insufficient students or payments to make them viable.
- **Damage or loss to trust property** – a charge to parents/carers will be made when damage or loss occurs through wilful and negligible behaviour or deliberate vandalism. The charge will not exceed the cost to replace and/or repair.
- **Replacement equipment, materials or books** - for example reading books, laptops stationery and uniform items where the student has lost or broken items.
- **Books and materials that the parent wishes the child to keep-** (the cost and arrangement will be made clear to the parents before the charge) for example, revision guides, technology ingredients, materials to create a finished product in practical subjects.
- **Extra-Curricular clubs – including out of school clubs-** charges may be made for equipment, materials and external specialist staff to deliver them. The charge will not exceed the cost for these.

Any charges will be made after communication with parents/carers and will not exceed the cost of the provision. Costs will be proportionate for each student.

Activities should not commence until parent/carer confirmation has been received.

The Headteachers of each phase are delegated with the authority to subsidise some or all of the charges above at their discretion.

Headteachers have the authority to review all new activities that the trust engages in. They are responsible for assessing the cost benefit analysis and ensure all overheads will be recovered prior to engagement and that it fits the trust budget and resources available.

Remissions

In order to remove financial barriers from disadvantaged students, some activities and visits where charges are made will be offered at a reduced charge for parents/carers in receipt of:

- Universal Credit in prescribed circumstances
- Income Support

- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Other exceptional cases not falling within the criteria listed above will also be considered.

Parents who are eligible for the remission of charges will be dealt with confidentially. The trust aims to support all pupils to be able to access and participate in enrichment and extra-curricular opportunities including pupils and students with a parent/carer is in receipt of any of the above benefits or who are registered as a Pupil Premium (PP) or Free School Meals (FSM) student.

Inability or unwillingness to pay

Calder Learning Trust are committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. We would encourage parents/carers to contact school to discuss this in the first instance to resolve any queries, concerns or barriers.

Complaints

For parents/carers who have a query or are unhappy about any charging or remissions under this policy, please contact school to speak to the Senior Leader responsible for the activity.

If an agreement cannot be reached amicably, please refer to our Complaints Policy on our website.