

We are an **ambitious** and **inclusive** Trust of schools  
strengthening communities through **excellent** education.



# Charging and Remissions Policy

Responsibility for approval: Senior Executive  
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## 1.0 Policy Statement

- 1.1 The Ted Wragg Trust is committed to ensuring equal opportunities for all students, regardless of financial circumstances and has established the following policy to ensure no students are discriminated against by our offering of school trips, activities and educational extras.
- 1.2 The Trust is committed to adhering to meeting all statutory guidance and will:
  - not charge for education during school hours,
  - inform parents/carers on low incomes and in receipt of benefits how to access support when asked for contributions towards school visits.

## 2.0 Scope and purpose

- 2.1 The Ted Wragg Trust is an inclusive trust of schools. This policy supports our mission to transform lives and strengthen communities, explaining the type of charges that may be incurred, and how we support families who encounter difficulties. The legal framework and guidance that underpins this policy is:
  - The Education Act 1996, s449 to 462
  - The DfE publication ‘Charging for school activities’
  - The Governance Handbook (s6.7.5)
  - Our Funding Agreement with the Secretary of State.

## 3.0 Definition

- **Trust:** The Ted Wragg Multi Academy Trust.
- **Charge:** a fee payable for specifically defined activities.
- **Remission:** the cancellation of a charge which would normally be payable.

## 4.0 Legal Framework

- 4.1 This policy will be reviewed annually and published on the Trust’s website.

## 5.0 School Charging

Category	
Education	<p><b>We will not charge for:</b></p> <ul style="list-style-type: none"> <li>• admission applications,</li> <li>• education provided during school hours including the supply of any materials, books, instruments or other equipment,</li> <li>• education provided outside school hours (if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by a Trust school, or part of religious education),</li> <li>• instrumental or vocal tuition (unless at the request of the student’s parents/carers),</li> <li>• entry for a prescribed public examination (if the student has been prepared for it by our schools) and,</li> <li>• examination resit(s) if the student is being prepared for the resit(s) by the Trust.</li> </ul> <p><b>We may charge parents/carers for:</b></p> <ul style="list-style-type: none"> <li>• materials, books, instruments or equipment (where they desire their child to <b>own</b> them), for example mathematical equipment,</li> <li>• wilful damage to academy property, equipment and furniture,</li> </ul>

	<ul style="list-style-type: none"> <li>lost or damaged text or exercise books, lost locker keys and badges, planners etc,</li> <li>ingredients and materials for practical subjects (including design technology, food technology etc.) where parents/carers have indicated in advance they would like their child to bring home the finished product and,</li> <li>use of community facilities.</li> </ul>
Optional extras	<p><b>We may charge parents / carers for the following optional extras:</b></p> <ul style="list-style-type: none"> <li>education provided outside of school time that is not: <ul style="list-style-type: none"> <li>- part of the national curriculum,</li> <li>- part of a syllabus for a prescribed public examination that the student is being prepared for by a Trust school,</li> <li>- part of religious education,</li> </ul> </li> <li>examination entry fees (where the student has not been prepared for the examinations by the Trust),</li> <li>transport for trips, other than that arranged by the local authority/governing body for the student to be provided with education.</li> <li>board and lodging for a student on a residential visit and,</li> <li>extended day services offered to students (for example, breakfast and after school clubs, and supervised homework sessions).</li> </ul> <p><b>When calculating charges for optional extras, the Trust will only consider the following costs:</b></p> <ul style="list-style-type: none"> <li>materials, books, instruments or equipment (provided in relation to the optional extra),</li> <li>the cost of buildings and accommodation,</li> <li>the employment of non-teaching staff,</li> <li>the cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra and,</li> <li>the cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.</li> </ul> <p>The Trust will not charge in excess of the actual cost of providing the optional extra (divided by the number of participating students).</p> <p>Charges <b>will not include</b> a subsidy for any students wishing to participate but whose parents / carers are unwilling, or unable, to pay the full charge. If a proportion of the activity takes place during school hours, the Trust school will not charge for the cost of alternative provision for those not participating.</p> <p>Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra where charges will be made.</p>
Examination fees	<p><b>We may charge for examination fees if:</b></p> <ul style="list-style-type: none"> <li>the examination is on the prescribed list but the student was not prepared for it at a Trust school (eg a language not offered),</li> <li>the examination is not on the prescribed list, but the Trust arranged for the student to take it,</li> <li>peripatetic examinations that the parent requests the child to undertake or,</li> <li>a student fails, without good reason, to complete the requirements of any public examination where the school agreed to pay the original fee.</li> </ul>

<p>Examination re-sits and re-marks</p>	<p>It will be at the Trust’s discretion if a student is entered for a second, or subsequent, attempt at an examination.</p> <p>Payment of fees will be discussed and agreed on an individual student basis.</p> <p>If a student, or their parents/carer consider it to be in the best interests of the student to request that an examination is re-marked, any fees involved must be covered by the student or their parents. If the awarding body changes the overall grade of the result, the Trust will not be charged by the awarding body and the parents/carer/student will have their fees refunded.</p>
<p>Voluntary contributions</p>	<p>We may, from time-to-time, ask for voluntary contributions for the benefit of the Trust School or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation to pay any contribution.</p> <p>If a parent/carer is unwilling, or unable, to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the Trust cannot fund it via another source, the activity will be cancelled.</p> <p>We will strive to ensure that parents / carers do not feel pressurised into making voluntary contributions.</p>
<p>Music Tuition</p>	<p>Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – if the tuition is at the request of the student’s parents / carers.</p> <p>The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.</p>
<p>Transport</p>	<p>We will not charge for:</p> <ul style="list-style-type: none"> <li>• transporting registered students to, or from, the academy premises, where the local authority has a statutory obligation to provide the transport,</li> <li>• transporting students to meet an examination requirement at another school when they have been prepared for the examination at the academy or,</li> <li>• transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.</li> </ul>
<p>Residential visits</p>	<p>We will not charge for:</p> <ul style="list-style-type: none"> <li>• education provided on any visit that takes place during school hours,</li> <li>• education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or part of religious education or,</li> <li>• supply teachers to cover for teachers accompanying students on visits.</li> </ul> <p>We may charge for board and lodging – but the charge will not exceed the actual cost.</p>

	<p>Parents / carers will be exempt from all or part of board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> <li>• Income Support.</li> <li>• income-based Jobseeker’s Allowance.</li> <li>• support under Part VI of the Immigration and Asylum Act 1999.</li> <li>• Child Tax Credit, providing parents/carers are not also entitled to Working Tax Credit and the family’s income (as assessed by HMRC) did not exceed the government limit.</li> <li>• the guaranteed element of Pension Credit</li> <li>• income related employment and support allowance.</li> <li>• Universal Credit - if you applied 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).</li> </ul> <p>Pupil premium funding may be used to support some students.</p>
<p>Education partly during school hours</p>	<p>If 50%, or more, of the time spent on an activity is during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.</p> <p>If less than 50% of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or part of religious education.</p>
<p>Damaged or lost items</p>	<p>The Trust may charge parents / carers for the cost of replacing items broken, damaged or lost due to their child’s behaviour. Parents/carers will not be taken to court for failure to pay such costs, except in cases of criminal damage.</p>

## 6.0 Remissions

- 6.1 To remove financial barriers from disadvantaged pupils, the Trust has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.
- 6.2 Parents/carers in receipt of any of the following benefits may request assistance with the costs of activities:
- Income Support.
  - income-based Jobseeker’s Allowance.
  - Support under Part VI of the Immigration and Asylum Act 1999.
  - Child Tax Credit, providing parents/carers are not also entitled to Working Tax Credit and the family’s income (as assessed by HMRC) did not exceed the government limit.
  - The guaranteed element of Pension Credit.
  - Income related employment and support allowance.
- 6.3 To request assistance, parents / carers should contact their school.
- 6.4 Charges may also be abated for students in receipt of pupil premium.

## 7.0 Refunds

- 7.1 Most trips will require a non-refundable deposit. This deposit will only become refundable if the trip is cancelled by our schools. If a student pulls out of the trip through medical grounds, then this will be reviewed on an individual basis.