



**Whitefield**  
Academy Trust

**Policy  
Document**

# Charging and Remissions Policy

Category: Leadership

## Key Elements

This document sets out the Whitefield Academy Trust's policy on the charges made for activities, and the circumstances under which voluntary contributions will be requested from parents.

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**Adopted on:**  
October 2020

**Agreed by:**  
Directors

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# CHARGING AND REMISSIONS POLICY

## 1. Aim

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This document sets out the Whitefield Academy Trust's policy on the charges made for activities, and the circumstances under which voluntary contributions will be requested from parents. The Directors have agreed the policy in the light of sections 449-462 of the Education Act 1996 and subsequent DfE guidance – 'Charging for School activities' (May 2018).

## 2. Prohibited charges

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The Schools within the Whitefield Academy Trust will not charge for:

- 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 or the schools' specialist curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupils is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum or the schools' specialist curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the school has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- transport provided in connection with an educational trip.



### 3. Charges

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The Schools within the Whitefield Academy Trust may charge for the following activities after discussion with the Principal or Headteacher:

- board and lodging on residential visits up to the actual costs for the pupil covered
- activities wholly or mainly outside school hours up to the actual cost of:
  - travel,
  - materials and equipment and
  - entrance fees
- individual or small group tuition in the playing of a musical instrument (unless this is part of a public examination or accredited course)
- costs of non-prescribed examinations where no preparation has been provided by the school
- breakages and replacements as a result of damage caused knowingly by pupils
- school clubs which run wholly outside school time

### 4. Remissions

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Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income support;
- Income Based Jobseeker's Allowance;
- Income-related Employment and Support Allowance
- The Guaranteed element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Support from the local authority Social Services Asylum Team (SSAT)
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £16,190
- Working Tax Credit for four weeks after the parent's employment finishes
- Universal Credit



## 5. Voluntary Contributions

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Schools within the Whitefield Academy Trust may invite parents to make regular or one-off voluntary contributions for the following purposes as agreed by the Senior Leadership Team:

- snacks and drinks (purchased on or off the school site).
- admission charges during educational visits.
- public transport fares.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge.

In addition, the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Principal/Headteacher in discussion with the Senior Leadership Team.

Voluntary contributions will be used to increase access to activities that enrich the curriculum or add to the quality of pupils' wider experience. They will not normally exceed an average amount of £3 per week for primary pupils or £5 per week for secondary pupils.

The Senior Leadership Teams will ensure that expectations across the Schools are broadly consistent.



**This policy is shared  
via the school website:  
[www.whitefield.org.uk](http://www.whitefield.org.uk)**