MID-TRENT MULTI ACADEMY TRUST

CHARGING AND REMISSIONS POLICY

Document Control Information

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Version History			
Version	Date	Detail	Key Changes
1.0	04.07.2019	Initial	New Policy
2.0	21.06.2021	Initial	Rewritten and format changed to flow better and is in line with national guidance Added Nursery/Preschool section
2.0	October 2025		Simplified EEF funded hours in Nursery/Pre school. Added Roles and Responsibilities. Clarified schools meals for years 3 – 6.
3	October 2026		Update remissions section in line with Targeted Free School Meals eligibilty

CHARGING AND REMISSIONS POLICY

Principles

The position of the Mid-Trent Multi Academy Trust (hereafter referred to as 'The Trust') is clear, that no child's education should be in any way compromised by the ability of their parents or carers to pay. In some cases, Pupil Premium may be used to support those pupils who are at risk of being disadvantaged due to their financial circumstance.

Legislation and guidance

The Trust will have consideration for, and be in compliance with, the following legislation and statutory guidance

- The Education Act 1996
- DfE 'Charging for school activities' (2018)
- Trust Funding Agreement

Roles and Responsibilities

The Board of Directors is responsible for the content of this policy and the CEO is responsible for its implementation via the Trust's Business Manager.

Education

We will not charge for:

- 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 parents.
- 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

We may charge for:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras
- Music and vocal tuition (in certain circumstances)
- Certain early years provision. Parents can expect to pay for
    - children attending in addition to any free entitlement.
    - any meals offered by the provider alongside their free entitlement.
    - other consumables or additional activities offered by the provider, such as nappies or trips.
- Use of Community facilities – See separate lettings policy.
- 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

Optional Extras

We are able to charge for activities known as 'optional extras', these are the following:

- Education provided outside of school time that is not part of:
    - The national curriculum
    - Part of 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)
- Holiday Clubs

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.

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.

Voluntary Contributions

The Trust would like to offer as many activities as possible for pupil's to enhance their experience and learning opportunities. Unfortunately, it is not always possible to fund these from our schools budgets.

- Voluntary contributions can be invited from parents towards the cost of school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child will be excluded from an activity if their parents are unwilling or unable to pay.

- School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter asking for support will outline the proposed visit, cost, educational value and its relationship to the school curriculum.

- Parents are not obliged to make a contribution, however, if insufficient voluntary contributions are raised to fund an activity or visit then it will be cancelled.

Music Tuition

- In line with current legislation a Trust school will normally charge for instrumental or vocal tuition held during the school day, provided that the tuition is at the request of the pupil's parent or carer.

- A one-off deposit for music tuition (equal to a term's tuition) is payable prior to a pupil first taking up music tuition. The deposit is refunded should the equivalent of a term's notice to quit playing be given. Otherwise the deposit will be used to pay for the pupil's tuition in his/her final term in the school

- No charges will be made:

    - If the teaching is an essential part of the national curriculum
    - For a pupil who is looked after by the local authority

Trips and Visits

Activities during school hours
Parent/carers cannot be asked for a compulsory payment for any trip or visit that is taking place during normal school hours. Voluntary contributions can be requested (please see Voluntary Contributions section).

Non Residential Trips and Visits out of school time
Where less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and Trust schools may charge for the activity when in line with national guidance.

Residential Visits
Trust schools can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

No charge in respect of board and lodging will be made in respect of pupils whose families are in receipt of certain benefits. Please see remissions section below.

Damage / Loss to Property

Trust schools may charge parents for:

- any damage or loss occurring as a result of pupils' behaviour, e.g. replacement of broken windows or fittings, defaced or damaged books etc. The school is empowered to recover this loss and resultant costs of repair.

- Any cost to a Trust school in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school.

Before and After School Club

Where a school within the Trust provides a before and/or after school club then an appropriate charge to parents will be made in order to cover the cost of the activity.

Nursery/Preschool

Where a school within the Trust provides a nursery/preschool provision then no charge is made to parents eligible for EEF funded hours by the local authority, the school will claim this funding directly with the Government.

Parents will be charged for:
- sessions/hours over and above their free hours
- school lunches where applicable.
- Trips and activities as applicable
- Optional extras as appropriate

A separate document is available from the school relating to these charges.

School Meals

The school offers a service to provide a school meal to pupils in Years 3 – 6. Parents will be notified by Trust schools of the price per school meal.

- School dinner payments are expected to be paid in advance.
- Arrears will be followed up following the debtors policy. Any balances that are not cleared may result in school meals being unavailable for your child.

Remission of Fees

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-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Universal Credit (the family's income must be £7,400 or less per year)
- Families with no recourse to public funds

- Parents in receipt of the above benefits should discuss the possibility of fee remission for their child's activity with the school.
- Remission may consist of part or all of the fees according to individual circumstances. All questions of remissions will be dealt with in the strictest confidence. The school reserves the right to require written proof of entitlement to request remission of fees.

Use of Community Facilities

Please see separate Lettings policy covering this activity.

Private Use of Facilities

The costs for private use of school facilities by members of staff such as private telephone calls and printing will be monitored by the Headteacher/Business Manager.