



**BRIGSHAW**  
LEARNING PARTNERSHIP

# Charging & Remissions Policy

## *Monitoring and Review of this Document:*

**The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice.**

**Approved 01/22**



## Statement of intent

The Brigshaw Learning Partnership is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

### We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits, of the support available to them when asking for contributions.

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## 1. *Legal framework*

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996 sections 449-462
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'
- Brighshaw Learning Partnership (BLP) Funding Agreement

## 2. *Charging for education*

The Trust will not charge parents or carers for:

- **Admission Applications:** There is no fee to apply for a place at any school within the Trust.
- **Core Education:** Any education provided during school hours (excluding the midday break).
- **Curriculum Activities:** Education provided outside of school hours if it is a required part of the National Curriculum, part of a syllabus for a prescribed public examination the pupil is being prepared for, or part of statutory religious education.
- **Exam Entries:** Fees for prescribed public examinations (such as GCSEs or A-Levels) if the pupil has been prepared for the examination at the school.
- **Exam Re-sits:** Costs for examination re-sits, provided the pupil is currently being prepared for those re-sits by the school.

The Trust reserves the right to charge parents or carers for the following:

- **Materials and Ownership:** Any materials, books, instruments, or equipment where the parent or carer has confirmed in writing, prior to the activity, that they wish for their child to own the item or the finished product (for example, a project created in Design and Technology). The charge will be strictly limited to the actual cost of the materials used.
- **Optional Extras:** Activities that take place wholly or mainly outside of school hours which are not part of the National Curriculum, the statutory religious education requirements, or the syllabus for a prescribed public examination.
- **Music and Vocational Tuition:** Instrumental or vocal tuition provided at the request of the parent, except where the tuition is required as part of the National Curriculum or a prescribed public examination syllabus.
- **Community Facilities:** The use of school premises or equipment by community groups or for activities outside of the school's core educational purpose.
- **Early Years Provision:** Any childcare or educational provision that exceeds the statutory free entitlement (such as additional hours beyond the 15 or 30 hours of free childcare). These charges will be clearly communicated and agreed upon at the time of enrollment or when the additional hours are requested.



### 3. *Optional Extras*

The Trust may charge for "optional extras," which are activities provided outside of school time that are not part of the National Curriculum, statutory religious education, or a syllabus for a prescribed public examination.

#### **Chargeable activities include:**

- **Out-of-Hours Education:** Any educational provision that falls outside the school day and is not a core curriculum requirement.
- **Examination Fees:** Entry fees for examinations where the pupil has not been prepared for that specific exam by the school.
- **Residential Visits:** Costs for board and lodging on residential trips. (Note: These costs will be fully remitted for eligible families if the trip is predominantly during school hours or relates to the National Curriculum) .
- **Extended Day Services:** Provision such as breakfast clubs, after-school childcare, or supervised holiday activities.
- **Transport:** Costs for transport, except for:
  - Transport required for the pupil to access education as arranged by the Local Authority.
  - Transport to other premises where the Trust has arranged for education to take place.
  - Transport required to meet an examination requirement for which the school has prepared the pupil.

#### **Calculating the Cost:**

When determining the charge for an optional extra, the Trust will only include the actual costs of:

- Materials, books, instruments, or equipment specifically for the activity.
- Buildings, accommodation, and non-teaching staff.
- Teaching staff (including teaching assistants) engaged specifically to provide the optional extra.
- Appropriate proportions of costs for staff providing vocal or instrumental music tuition.

#### **Fairness and Choice:**

- **No Profit:** Charges will not exceed the actual cost of the provision divided by the number of participating pupils.
- **No Subsidies:** Charges will not include a subsidy for other pupils whose parents are unwilling or unable to pay.
- **Alternative Provision:** If part of an activity occurs during school hours, the Trust will not charge for the cost of alternative provision for pupils who do not participate.
- **Parental Consent:** Participation in any optional activity is entirely a matter of parental choice. Explicit parental agreement and a willingness to meet the charges are required before an optional extra is provided to a pupil.



#### 4. *Examination fees and Re-sits*

The Trust will generally pay for the entry fees of prescribed public examinations (such as SATs, GCSEs, and A-levels) where the pupil has been prepared for the exam by the school. However, the Trust may charge for examination fees in the following circumstances:

- **External Preparation:** When an examination is on the prescribed list, but the pupil has not been prepared for it at the school.
- **Non-Prescribed Exams:** When the school arranges for a pupil to take an examination that is not on the statutory prescribed list.
- **Non-Attendance and Withdrawal:** Where the Trust has paid an entry fee for a prescribed examination but the pupil fails to attend or complete the requirements without a verified good reason (such as a medical certificate), the Trust may charge the parents for the cost of the entry fee.
- **Re-sits:** While the Trust will pay for a second or subsequent attempt at an examination if the pupil has been prepared for it at the school, fees for additional re-sits requested by parents may be charged.
- **Re-marks:** If a parent or pupil requests that an examination is re-marked, they may be required to cover the associated fees. If the awarding body subsequently changes the overall grade, the parent or pupil will have their fees refunded.

#### 5. *Voluntary contributions*

The Trust may ask for voluntary contributions from parents to support school trips or activities that enrich the curriculum.

- **No Obligation:** There is no legal obligation for parents to make a contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.
- **Activity Viability:** If an activity cannot be funded without voluntary contributions, the Trust may be forced to cancel it. This possibility will be made clear to parents at the outset.
- **Pressure-Free:** The Trust will ensure that parents do not feel pressured into making contributions and will clearly communicate what assistance is available for families in financial difficulty.

#### 6. *Music tuition*

While music education provided as part of the normal curriculum is free, the **Charges for Music Tuition (England) Regulations 2007** allow for charges to be made for specific vocal or instrumental lessons.

- **Parental Request:** Charges may be applied for individual or group tuition if the lessons are provided at the specific request of the parent.
- **Cost Limitation:** Charges will not exceed the actual cost of the provision, including the cost of the specialist staff providing the tuition.
- **Exemptions (No Charge):** The Trust will not charge for music tuition if:
  - The teaching is an essential part of the National Curriculum.
  - The teaching is provided under the "first access" to the Key Stage 2 instrumental and vocal tuition programme.



- The pupil is "Looked After" (in the care of) a local authority.

## 7. *Transport*

The Trust will not charge for:

- **Statutory Transport:** Transporting registered pupils to or from the school premises where the Local Authority has a statutory obligation to provide that transport.
- **Alternative Educational Sites:** Transporting registered pupils to other premises where the Trust or Local Authority has arranged for them to be educated.
- **Examination Requirements:** Transporting pupils to meet a specific examination requirement when they have been prepared for that examination at the school.
- **Curriculum Visits:** Transport provided for any educational visit that takes place during the school day.

## 8. *Residential visits*

The Trust **will not** charge for:

- **Core Education:** Education provided on any visit that takes place during school hours.
- **Curriculum-Linked Education:** Education provided on visits outside of school hours if it is a required part of the National Curriculum, a syllabus for a prescribed public examination, or statutory religious education.
- **Staffing Costs:** Supply teachers used to cover for staff members who are accompanying pupils on a residential visit.

The Trust **may** charge for:

- **Board and Lodging:** The costs of board and lodging on residential trips; however, this charge will not exceed the actual cost of the provision.

**Exemptions (Remissions):**

- **Financial Support:** Parents and carers will be exempt from paying the board and lodging costs of residential trips if they are in receipt of qualifying benefits, such as **Child Tax Credit** (provided they do not also receive Working Tax Credit).
- **Income Thresholds:** Eligibility is subject to an annual gross income that does not exceed the current threshold set by HM Revenue and Customs.
- **Verification:** To ensure accuracy and fairness, the Trust will verify these income thresholds annually against the latest government guidance.

## 9. *Damaged or lost items*

The school reserves the right to charge parents for the cost of replacing or repairing school property (including books, instruments, or windows) that is broken, damaged, or lost specifically due to a pupil's **willful misconduct or negligence**. Charges will not be applied for accidental damage occurring during the normal course of curriculum activities.



## **10. Remissions**

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents may request assistance if they are in receipt of qualifying benefits, including Child Tax Credit (provided they are not also in receipt of Working Tax Credit and have an annual gross income that does not exceed the current threshold set by HM Revenue and Customs). To ensure accuracy, the Trust will verify these income thresholds annually against the latest government guidance.

To request assistance, parents should contact the school office in the first instance

## **11. Complaints**

An individual wishing to make a complaint about anything relating to this policy should refer to the **BLP Complaint Policy** published on the BLP Website.

## **12. Equality Impact Statement**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.