



Pioneer
Educational Trust

preparing the way for others to follow

CHARGING AND REMISSION POLICY

Key document details

Equality Impact Assessment required? If yes, date of EIA	<u>Yes</u> / No
Ratified:	Spring 2024
Approver:	F&A Committee
Next review:	Spring 2025

Charging and Remission Policy

Introduction

The policy of the Board of Trustees of Pioneer Educational Trust is to provide free education for all attending pupils. This policy is implemented within the letter of the law, and also embracing the spirit of it. The Board of Trustees has, therefore, set up a charging and remissions policy for certain activities in the Trust. This will be reviewed annually.

Charging Policy

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. Please see Department of Education Guidance, which is viewable via the link: [Charging for school activities \(publishing.service.gov.uk\)](#)

This policy complies with our funding agreement and articles of association.

Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents / carers may be asked to contribute towards the cost. However, legislation states that a pupil should not be debarred from a visit if a parent / carer does not wish to contribute. In cases of family hardship, parents / carers may apply, in confidence, to the CEO / Headteacher for exemption from such contributions. However, we hope that parents / carers will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

There may be occasions when an organisation other than the Board of Trustees, provides an activity during school hours, and parents / carers want their children to take part. Such organisations may charge parents / carers for the services provided. If payment is not made the students must attend school as normal.

We believe that the Trust's Schools should give pupils as many varied learning experiences as possible, and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences. For other activities such as music tuition, field trips, concert and theatre visits Annex A₂ indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

Remission Policy

Parents / carers who can prove they are in receipt of the following benefits are exempt from paying charges.

☑ Universal credit in prescribed (as directed by Government legislation) circumstances

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigrations and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received, and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Payment

All payments, including dinner money, should be paid through the school's chosen online portal, e.g. Parent Pay or Squid.

Annex A

Activity	Comment
Secondary Schools	
Transport to Work Experience	Parents / carers will pay directly (except pupils where an Educational Health Care Plan refers to transport).
Re-scrutiny of exam results.	Parents / carers to pay all charges.
Exam entry for prescribed exam for which pupils have not been prepared by school	Parents / carers to pay all charges.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	Parents / carers to pay all charges.
Recovery of wasted exam fees.	Parents / carers to pay all charges.
Any retake of an examination at GCSE, AS or A level at parents'/ carers' or student's request	Parents / carers to pay all charges.
Secondary, Middle and Primary Schools	
Individual Instrumental music tuition that is over and above the National Curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. This will be reviewed when the charges made to the school increases. Any examination fees are paid by parents / carers.
Activities outside school time not related to statutory duties.	Charges will be levied and explained to parents / carers in an information leaflet or letter to parents / carers.
Board and lodging on residential visits.	Parents / carers are to be charged and this will not exceed the actual charge. Except in cases of statutory remission where families receive benefits.
Damage to any school property by a student	Parents / carers may be asked for a contribution to the cost of the damages caused by their child. The contribution will be decided by the CEO / Headteacher in consultation with the Chief Financial Officer.
Any damage caused by a student on a school trip	Trust schools may charge parents / carers for the cost of replacing items broken, damaged or lost due to their child's behaviour on a school trip and not covered by insurance.
Educational visits and field trips.	Parents / carers will be asked for a voluntary contribution.

The list itemised above is not exclusive; where there are scenarios which are not covered by this policy, the CEO / Headteacher will use their discretion in setting the appropriate charging policy.