

Hillcrest Early Years Academy



Charging & Remissions Policy

Produced by	G Atkinson
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Aims

Our academy aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for academy activities](#) and the [Education Act 1996](#), sections 449 to 462 of which set out the law on charging for academy activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for academies and academy trusts](#).

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

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Roles and responsibilities

The Board of Trustees

The Board of Trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual Trustee or the Headteacher.

The Board of Trustees also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Headteacher

Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The academy will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

- Admission applications
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside academy hours if it is part of:
 - The National Curriculum
 - 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 parent

Transport

- Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Board of Trustees or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

Residential visits

- Education provided on any visit that takes place during academy hours
- Education provided on any visit that takes place outside academy hours if it is part of:
 - The National Curriculum
 - Religious education
- Supply teachers, covering for teachers who are absent from academy, accompanying pupils on a residential visit

Where charges can be made

Below we set out what we **can** charge for:

Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see section 6.2)

Music and vocal tuition, in limited circumstances (see section 6.3)

Certain early years provision

Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, academies can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of academy time that is not part of:

- The National Curriculum
- Religious education

Transport (other than transport that is required to take the pupil to academy or to other premises where the local authority or Board of Trustees 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)

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 academy hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

Academies can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

If the teaching is an essential part of the National Curriculum

For a pupil who is looked after by a local authority

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the academy is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the academy may ask parents for voluntary contributions include:

Academy trips

Sports activities

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the academy is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities we charge for

The academy will charge for the following activities:

- Nursery Provision – our current charge is **£5.50** per hour and this is paid in advance of sessions being attended
- Nursery Lunch time Provision - Our Current charge is **£5.00** for half hour for Sparkles class & **£3.00** per half hour for Little Gems nursery class
- Breakfast club - our current charge is **£2.00** per hour and this is paid in advance of sessions being attended
- After School club - our current charge is **£2.00** per hour and this is paid in advance of sessions being attended
- Late collection – Reception to year 2 children who are due to be collected late are placed into our after school club and charged the ASC price of **£5.00**
- Late collection – Nursery Children , children who are collected late are charged the hourly nursery fee of **£5.00**

For regular activities, the charges for each activity will be determined by the board of Trustees and reviewed each year. Parents will be informed of the charges for the coming year in each year.

Remissions

In some circumstances, the academy may not charge for items or activities set out in some sections of this policy. This will be at the discretion of the Headteacher and will depend on the activity in question.

Debt Recovery

Payment for clubs and services are expected to be in advance for the activity. If the activity or club takes place without payment School staff are expected to follow the following procedures to secure the collection of all debts.

Weekly Check of income and Initial reminders

Initial reminders may be informal and made either in person (when a parent comes to collect/drop off the child) or by text/email. Normally, the school office will undertake this having built up a good relationship with the parents.

First reminder letter

A formal reminder letter should be issued after 2 weeks from any informal reminder / the date of supply. If action is to proceed further, it is necessary to prove that all reasonable attempts have been made to recover the debt, and that these attempts have been made in a timely manner, i.e. at the time that the debt first became overdue.

Second reminder letter

A second reminder letter will be issued 2 weeks after the First reminder letter.

Using reminder letters

Should a debt need to be taken beyond two reminder letters, formal written evidence may have to be produced. It is therefore important that two written reminders are sent. Details of all reminders, whether verbal or in writing, and any responses received -should be maintained. Where a letter is issued, a copy must be retained on file.

If all reasonable steps have been taken to recover the debt and there is no reasonable prospect for cost effective recovery, the limits below can be written off (as per the Schedule of Financial Delegation):

- Below £10 requires the approval of the School Business Manager.
- £10 to £50 requires written approval of the headteacher using their knowledge of circumstances and previous record of payment.
- £50 to £500 the Resources Committee can write off a maximum of £500. Both the Resources Committee and the Co-Headteachers will take into account previous history of payment and decide whether to write off the debt or refer the matter to County Hall (County Secretary's Department, Legal and Administration).

At the discretion of the Headteacher the debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to them.

This decision and its basis will be recorded. A record of the write-off, the reason for it, and the approval for it, will be retained for 7 years.

Monitoring arrangements

The Academy Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Headteacher