

Policy Title: Charging & Remissions	Effective Date:	September 2025
LT Member Responsible: Chief Operating Officer	Review Date:	September 2026
Ratified:	Date:	
Governors' Committee Responsible: Resources and Audit		

1. Rationale

- 1.1. Any charges made by the school must meet the requirements of the Education Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have their access to the curriculum limited by charges.

2. Aims

- 2.1. To make a broad programme of trips and activities accessible to as many students as possible.
- 2.2. To establish and maintain a fair and coherent system of charges as permitted by law and within the constraints of the school budget.
- 2.3. To identify and remissions and the circumstances under which voluntary contributions will be requested from parents

3. Prohibition of Charges

The school recognises that the legislation prohibits charges for the following, and no requests for financial contributions shall be made as any part of the following:

- The admissions process
- Education provided during the school's normal hours (including the supply of any essential materials, books, instruments or other equipment)
- Education provided outside the school's normal hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the academy
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition provided is not an essential part of the curriculum or a public examination syllabus
- Entry for a prescribed public examination, if the student has been prepared for it by Sheldon school, except where the student fails without good reason to meet any examination requirement for that syllabus
- Examination re-sit(s) if the student is being prepared for the re-sit at Sheldon school except where the student fails without good reason to meet any examination requirement for that syllabus
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place out of school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at Sheldon school
- Supply teachers to cover for those teachers who are absent from Sheldon School accompanying students on a residential trip
- Transporting registered students to and from Sheldon School premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the local authority has arranged for students to be educated
- Transport provided in connection with an educational trip

4. Charges

4.1 Charges will be made for the following:

- Any materials, books, instruments, or equipment, where the student's parent wishes him/her to own them
- The full costs of music or vocal tuition provided the tuition is not an essential part of the curriculum, whether in or out of school time
- Community facilities, including EV Chargers (see Lettings Policy)
- Optional extras including but not exclusively:
 - education provided outside of school time that is not part of the national curriculum, nor part of a syllabus for a prescribed public examination that the student is being prepared for at an academy nor part of religious education
 - examination entry fees if the registered student has not been prepared for the examination at Sheldon School
 - the full costs of board and lodging on residential visits
 - extended day services offered to students (for example breakfast club, after school clubs, tea and supervised homework sessions)
 - re-sits for public examinations where no further preparation has been provided by an academy
 - costs of public examinations that a student has been entered for where the school has decided there are educational reasons for not entering the student
 - costs of non-prescribed examinations, transport or examination fees
 - pre agreed charges to other educational institutions for the provision of alternative educational arrangements for their students
 - the costs of materials for practical subjects where the parents have indicated in advance a wish to own the finished product
 - any other education, transport or examination fee unless charges are specifically prohibited as in (4) above
 - the costs (full or partial at the school's discretion) of breakages and replacements as a result of damages caused wilfully or negligently by students

4.2 Where charges for goods or services attract VAT, the VAT will be added to the cost of the goods or service.

4.3 Parents will be notified in advance of any "optional extras" which Sheldon School proposes to organise, and their estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made. It may not be possible to proceed with a planned "optional extra" if parents are not willing to meet the cost.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

4.4 The Trust will normally answer Freedom of Information requests free of charge. A charge may, however be made in circumstances where to provide the information requested will be excessive.

The school reserves the right to charge for Freedom of Information Requests in circumstances where to provide the information requested will cost in excess of £450. A standard hourly rate of £25 will be used in determining the cost considering the time taken to:

- Determine whether it holds the information requested
- Locate the information or documents containing the information
- Retrieve such information or documents

- Extract the information from the document or other information source containing both it and other material not relevant to the request

4.5 Parents may be charged for the cost of replacing items broken, damaged or lost due to their child's behaviour; these would be at the full replacement cost if below £100. Any repairs or replacement above £100 would be charged at cost plus 50% of the remaining balance.

5. Remissions - General

5.1 Students whose parents are in receipt of the following support payments, will be eligible for a free school lunch entitlement, and to some remission of charges for board and lodging costs during residential school visits.

- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit
- The guaranteed element of State Pension Credit (from 30 April 2005)
- Support under part VI of the Immigration and Asylum Act 1999

6. Voluntary Contributions

- 6.1 The school may ask for voluntary contributions for the benefit of the school, or any school activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. It will also be made clear to parents that there is no obligation to make any contribution.
- 6.2 The terms of any request 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 if insufficient voluntary contributions are raised to fund the activity, then the activity may be cancelled
 - That if a parent does not make a voluntary contribution their child will still be given an equal opportunity to participate in the activity
- 6.2 Voluntary contributions may be invited for trips or activities which take place mainly within school hours. In such circumstances the school will levy a charge, inclusive of any transport, admission, insurance, supply costs incurred to release supervisory staff or any other costs associated with the trip. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements

7. Linked Policies

- Data Protection and Freedom of Information Policy
- Finance Policy
- Lettings Policy