



Britannia Education Trust Charging and Remissions Policy

Adopted by the Board of Trustees: 29.11.2017

Reviewed by the CEO & FC May 2021, June 2023, June 2024, June 2025, June 2026

CEO & Executive Headteacher: Linda-May Bingham

Our trust 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 be made

Legislation and guidance

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.

Definitions

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

Roles and responsibilities

The Trust Board has overall responsibility for approving and monitoring the policy but has delegated this to the CEO.

Headteachers are responsible for ensuring staff are familiar with the policy and that it is applied consistently.

Staff are responsible for implementing the policy consistently and notifying the Trust Business Manager of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The trust will provide staff with appropriate training in relation to this policy and its implementation.

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

Where charges can be made

The Board of Trustees reserves the right to make a charge for any of the following activities which may be referred to as optional extras:

- Any materials, books, instruments or equipment where the child's parent wishes him or her to own them
- Board and lodging for a pupil on a residential visit
- Extended day services (Wide Awake Club, after-school clubs, supervised homework sessions etc). Any charge made will not be greater than the actual cost of providing the optional extra activity.
- Music tuition: vocal or instrumental tuition provided to an individual or groups of pupils. Charges cannot be made if the teaching is provided under first access to the Key Stage 2 instrumental and vocal tuition programme or for a pupil who is looked after by the local authority.
- Certain early years provision
- Community use of facilities
- Training and consultancy provided by staff engaged under contracts to other organisations, schools and Trusts

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

Remissions

Residential Visits - Where the parents of a pupil are in receipt of Income Support or other eligible benefit which results in the award of Pupil Premium, the Board of Trustees will cover the cost of board and lodging and apply a reduced rate for any activity the school organises which incurs a charge.

Uniform - The Trust provides pupils who attract Pupil Premium with 1 uniform (sweatshirt, polo and book bag). At the point of admission pupils are requested to complete an Eat For Free form, the incentive for completion being a free uniform and subsidised educational visits/residentials

Voluntary contributions

Nothing in this policy statement precludes the Board of Trustees from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation. This includes donations to charity events.

Further information

(Please see Appendix 1 for any charges currently applicable)

Residential Activities: Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be recovered by the charge. Any remission arrangements for such activities will be at the discretion of the trustees.

Full time nursery places: A number of 6 hour places are made available in our nurseries where parents pay for the hours additional to their free 15 hours per week entitlement.

Activities held outside of school hours: Charges may be made for these activities except where they are provided to fulfil any requirements or statutory duty relating to National Curriculum or to religious education in which case they are not regarded as optional extras, as such charges cannot be made.

Wide Awake Club (7.45am-8.45am). This club is provided to assist working parents only with affordable childcare provision for pupils in YR-Y6. A weekly charge is made regardless of the number of days attended. In exceptional, one off circumstances children who do not attend on a regular basis, may be allowed use of the facilities at a one off charge.

Damage to school property

The Board of Trustees reserves the right to seek reparation from parents where their children cause breakages or damage to school property no greater than the cost of repair or replacement.

Training and Consultancy: Schools, Trusts and other organisations wishing to purchase this should book up the days required, a sales invoice will then be issued by the Finance department and payment will need to be received in advance of the days booked. Failure to notify the Trust of cancellation at least 2 working days in advance will mean the full invoice amount may still be charged

at the discretion of the Trust. Failure to pay in advance will mean training and consultancy will not be carried out on the booked date.

Appendix 1 - Current Charges

Nursery - additional 3 hours per day - £105 per week, payable one month in advance. £210 non-refundable deposit paid on acceptance of additional hours place.

Wide Awake Club - £20 per week, £15 for 2nd child. One off charge - £5 per day.

CFO support - £90 per hour provided remotely or in person. Additional charges will be made for travel outside of E16.

Direct Hire of spaces:

Royal Wharf MUGA - £70 per hour

Royal Wharf Large Hall - £70 per hour

Royal Wharf Small Hall - £40 per hour

Classrooms - £40 per hour