"Unlocking the Future"

TKAT Charging and Remissions Policy

Policy Level and Description:	2	TKAT Statutory Policy Guidance SCHOOL POLICIES WILL INCLUDE CERTAIN CORE TEXT WITH SCHOOL-SPECIFIC ADDITIONS ALL Schools require a policy on this topic/area. All local governing bodies will follow and have due regard to this model when drafting their local policy.	
Reviewed by: ***(Trust Officer)***	Alison Lochhead CFO	**Reviewed by:** ***(School representative)***	
Approved by: ***(Trust Committee/Trust Board)***	FAPP	**Approved by:** ***(LGB/LGB Committee)***	
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Version	DATE	DESCRIPTION
1	February 2025	Revised policy
2	February 2026	Reviewed in line with Browne Jacobson policy June 2025

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We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.

MANDATORY TRUST POLICY
All schools must adopt this policy. This policy is approved centrally and binding on the LGB's from the date of Board approval.

1 Aims

The Keys Academy Trust ("TKAT") 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

2 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.

3 Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4 Roles and Responsibilities

4.1 The Trust board

- The Trust board has overall responsibility for approving the charging and remissions policy.
- Monitoring the implementation of this policy has been delegated to the Finance Committee of each school.

4.2 Headteachers

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

4.3 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

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

4.4 Parents

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

5 Admissions

TKAT **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.

6 Education provided during school hours

Subject to the limited exceptions outlined in this policy, TKAT **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

7 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by TKAT, or part of religious education.

8 School meals

8.1 TKAT **does not** charge for school meals where the pupil is eligible for free school meals or infant free school meals.

Pupils who are not entitled to free school meals **will** be charged in accordance with their own schools catering contract.

9 Materials, books, instruments or equipment

9.1 TKAT **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

9.2 Such charges **will not** exceed the cost of the item and the parent/carer will be made aware at the outset that a charge will be made and the amount.

10 Music, instrumental or vocal tuition

10.1 TKAT **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.

10.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

10.3 **No charge** will be made if the tuition is:

- Provided to a pupil who is looked after by a local authority; or.
- Provided as part of the national curriculum during school hours, or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by TKAT.

11 Transport

TKAT **does not** charge for:

- Transporting pupils to or from TKAT's premises where the local authority has a statutory obligation to provide transport.
- Transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by TKAT.
- Transport provided in connection with an educational visit.

12 Residential visits

12.1 TKAT **does not** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by TKAT, or is part of religious education.
- Supply teachers to cover for those teachers who are accompanying pupils on a residential visit.

12.2 TKAT **will** charge for board and lodging relating to residential visits (see section 13).

13 Optional extras

13.1 TKAT **does** charge for optional extras.

13.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

13.3 Optional extras include:

- Education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by TKAT, or part of religious education.
- Examination entry fee(s) if the pupil has not been prepared for the examination(s) by TKAT.
- Other transport (outside of that outlined in section 11).
- Board and lodging for a pupil on a residential visit.

Extended day services offered to pupils (e.g., breakfast club, after-school clubs, tea and supervised homework sessions).

13.4 In calculating the cost of an optional extra an amount **will** 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, which includes 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.

13.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

14 Voluntary contributions

14.1 TKAT may ask parents/carers for voluntary contributions for the benefit of TKAT or any of its activities.

14.2 Where it is intended that an activity is to be funded by voluntary contributions, the Head of School/Head teacher will ensure that parents/carers are made aware at the outset that:

- The activity cannot be funded without voluntary contributions.
- There is no obligation to make any contribution.
- If insufficient voluntary contributions are raised to fund the activity and TKAT is unable to fund it from some other source, then the activity will be cancelled.

14.3 No pupil will be excluded from an activity simply because their parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

15 Refunds

15.1 Requests for refunds for activities will be considered on an individual basis and may be rejected if TKAT is unable to recoup the costs incurred.

15.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Head of School/Head teacher. If approved, refunds will be processed via the original method of payment.

TKAT reserves the right not to refund costs where a pupil is withdrawn from an activity by TKAT on the basis of a pupil's breach of TKAT's behaviour policy.

16 Damage to property and breakages

16.1 Where TKAT's property has been wilfully or recklessly damaged by a pupil or parent/carer, TKAT **may** charge those responsible for some or all of the cost of repair or replacement.

16.2 Where property belonging to a third party has been damaged by a pupil and TKAT has been charged, TKAT **may** charge those responsible for some or all of the cost.

17 Charges for late collection of children

TKAT **may** charge parents/carers for the cost of after-school club/other childcare or provision for staff supervision] where a child is not collected from school within a reasonable time after the end of the school day or after a school activity.

The charges will be accordance with the school's local policy. TKAT understands that emergencies and unforeseen circumstances can arise and will not impose a charge for a one-off unavoidable incident.

18 Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support.

Income -based Job-seekers Allowance.

- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190).
- Support under Part VI of the Immigration and Asylum Act 1999.
- Guaranteed Element of State Pension Credit.
- Working Tax Credit run-on.

Income related- Employment and Support Allowance.

- Universal Credit — if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits).

19 Complaints

Complaints regarding this policy or its application should be raised under TKAT's Complaints Policy.