



Three Towers

An Alternative Provision Academy

Expanding Horizons

Charging & Remissions Policy

Adopted: September 2023

Review: September 2024

1. Aims

Charges for places commissioned by schools and/or local authorities are dealt with in the commissioning contracts and service level agreements.

This policy deals with charges to parents / carers.

Three Towers 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 learners from taking full advantage of these opportunities.

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

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

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 Rowan Learning Trust (RLT) has overall responsibility for approving the charging and remissions policy, but can delegate this to a local governing committee, an individual governor or the headteacher. They also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving and monitoring the implementation of the Charging and Remissions Policy has been delegated to the Local Governing Committee (LGC).

4.2 The Headteacher is responsible for ensuring staff are familiar with this policy and that it is being consistently applied.

4.3 Staff are responsible for:

- implementing this policy consistently;
- notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Staff are provided with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding this policy.

5. What we cannot charge for

We **cannot** charge parents / carers for:

- admission to Three Towers;
- any activity, including educational visits, undertaken during school hours as part of the curriculum;
- any educational activity, including educational visits, provided outside school hours if it is part of
 - the school curriculum;
 - a syllabus for a prescribed public examination that the learner is being prepared for by / at Three Towers;
 - religious education.
- entry for prescribed public examinations if the learner has been prepared for it by / at Three Towers;
- transporting registered learners
 - to / from school where the local authority (LA) has a statutory duty to provide transport;
 - to / from other premises where the LGC or LA has arranged for a learner to be educated;
 - to meet an examination requirement if the learner has been prepared for the examination by / at Three Towers
 - in connection with an educational visit.
- supply staff covering for teaching staff who are absent from school accompanying learners on a residential trip.

6. Where charges can be made

We can charge for:

- any materials, books, instruments or equipment, where the child's parent wishes him or her to own them;
- school meals for those learners not entitled to free school meals;
- community facilities;
- examination re-sit(s) if the learner is being prepared for the re-sit(s) by / at the school **and** without good reason the learner fails to meet any examination requirement for a syllabus or fails to attend any part of the examination;
- optional extras provided with parental agreement in advance, including
 - any education, including materials, books, instruments or equipment, provided outside school hours that is **not** part of
 - the school curriculum;
 - a syllabus for a prescribed public examination that the learner is being prepared for by / at Three Towers;
 - religious education.

- examination entry fees if the registered learner has **not** been prepared for the examination(s) by / at Three Towers;
 - transport;
 - board and lodging for a learner on a residential visit;
 - extended day services offered to learners e.g. breakfast or after-school clubs.
- residential visits – we can charge for board and lodgings on residential visits but the charge must not exceed the actual cost.

7. Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, Three Towers can ask for voluntary contributions from parents / carers to fund activities which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

- Residential trips
- Theatre trips
- Offsite adventure trips

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.

8. Three Towers Approach to Sections 6 and 7 of this Policy

The Local Governing Committee has decided the following in relation to things we can charge for.

8.1 School Meals

There is no charge for school meals for any learner attending Three Towers.

8.2 School Trips / Visits & Activities during school time

When organising activities, trips or visits which *enrich* the educational experience of the learners, the Governors have decided not to ask for any contribution from parents/carers. The following is a list of additional activities sometimes organised by the school. This list is not exhaustive:

- visits to museums;
- sporting activities – sometimes involving transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

8.3 Residential Trips

If we organise a UK residential trip in school time or mainly school time, which is to provide education directly related to the curriculum, the Governors have decided not to ask for any contribution from parents/carers. There are no plans to offer overseas residential visits, if this changes then this policy will be reviewed to take account of this.

8.4. Out of School clubs & activities

The Governors have decided not to ask for any contribution from parents/carers for out-of-school clubs

8.5 Examinations

Where an external examination has been *deliberately missed* by a learner, Three Towers may charge parents the examinations fees for the missed exam.

Whether or not these charges will be made will be decided by the headteacher and will be dependent on the situation / circumstance.

9. Loss of / Damage to school property/buildings

Where school property has been wilfully damaged by a learner or parent, Three Towers will charge those responsible for some or all of the cost of repair or replacement. This includes ICT equipment loaned to learners to access remote / virtual provision.

Where property belonging to a third party has been damaged by a learner, and Three Towers has been charged, we may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and will be dependent on the situation / circumstance.

10. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6, 8 and 9 of this policy. This will be at the discretion of the headteacher and will depend on the activity in question.

11. Monitoring Arrangements

The headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by headteacher annually. At every review, the policy will be approved by the Local Governing Committee

UNICEF - UNCRC

The UN Convention of the Rights of the Child sets out human rights of every person under 18 and applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2). Articles directly relating to this policy are:

2 (Non-discrimination)	29 (Goals of education)
28 (Right to education)	31 (Leisure, play and culture)