Mosaic Partnership Trust

Charging and Remissions Policy (Ref 13 MPCRI)

Policy Name	Charging and Remissions Policy
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Approved By	Finance & Resources Committee
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Trust Board Ratification	Yes

History of most recent Policy changes

Version	Date	Page	Change	Origin of Change
V1.0	08/04/2024	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	New Academy Trust requirement of a Charging and Remissions Policy
V1.1	10/01/2025	Revision to Section 4	Remove statement in relation to Book Bags	Update to policy
V1.2	26/01/2025	Revisions to Sections 2.1, 2.2, 3.2 and 3.5	Changes to provide further clarity in relation to responsibilities and Voluntary Contributions	Update to policy
V2.0	13/02/2026	Whole Document	Policy review and update	Annual Policy review

Contents

1	Purpose	4
2	Roles and responsibilities	4
3	Charging for Education	5
4	Other Activities	9-10
5	Income Generation	10
6	Monitoring Activities	10

The following policy applies to staff of the Mosaic Partnership Trust (Centrally employed Staff) and the Mosaic Partnership Trust Schools (School based Staff). The policy also covers Members and Trustees.

1.0 Purpose

1.1 Mosaic Partnership Trust (the 'trust') is committed to ensuring equal opportunities for all Children, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child or young person is discriminated against by our offering of school trips, activities and educational extras.

1.2 In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We Promise:

- Not to charge for the education provided during school hours
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits or similar activities

1.3 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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

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

2.0 Roles and responsibilities

2.1 The Trust board

The Trust board has overall responsibility for approving the charging and remissions policy but can delegate this to a trust sub-committee.

The Trust board also has overall responsibility for monitoring the implementation and consistent application of the policy.

Responsibility for approving the charging and remissions policy has been delegated to the finance and resource committee.

Monitoring the implementation of this policy has been delegated to the finance and resource committee and operationally day to day by the CEO and CFO.

2.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and for its implementation at school level.

2.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

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

4.4 Parents/carers

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

3.0 Charging for education

The Trust will not charge for:

- An admission application to any state funded school
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed Statutory Test that the child is being prepared for by the Trust, or part of Religious Education
- Music or sports provision which comes within school hours and is not delivered by a peripatetic or sports specialist through 1:1 or group tuition that sits outside the National Curriculum
- Swimming within the context of the three National Curriculum requirements
- Entry for a prescribed Statutory Test, if the child has been prepared for it at the Trust.

The Trust can charge for:

- Any materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras (See 2.1)
- Music tuition or peripatetic lessons in certain circumstances.
- Swimming that goes beyond the three National Curriculum requirements
- Use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

3.1 Optional Extras

The Trust may charge for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of RE
- Transport (other than transport that is required to take the child to school or to other premises where the local authority have arranged for the child to be provided with education)

- Extended day services offered to Children, e.g. breakfast and after school club or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge more than the actual cost of providing the optional extra divided by the number of participating children. A subsidy will not be charged for any children wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying children on a residential visit.

Participation in any optional activity will be based on parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

3.2 Voluntary Contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school, school activities including Residential Trips and Visits. **If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset and in any communications with parents/carers (including letters and emails).** There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

When making requests for voluntary Contributions the school will strive to ensure that parents do not feel pressurised into contributing.

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

- Transport to swimming lessons
- Transport on educational visits
- Admission charges for educational visits
- Charges for externally provided workshops
- Residential 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.

If a school is unable to raise enough funds for an activity or visit, then it will be cancelled.

All schools when planning visits including residential trips must ensure they have received the level of voluntary contributions required to operate the trip prior to the provider cancellation deadline, if they do not, the visit or residential must be cancelled in discussion with the CFOO.

3.3 Music Tuition

Instrumental and vocal music peripatetic tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the child's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum. Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme. No charge will be made in respect of children who are LAC

3.4 Transport

The school will not charge for:

- Transporting registered children to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered children to other premises where the Trust or LA has arranged for children to be educated.
- Transporting children to meet a Statutory Testing requirement.
- Transport provided for an educational visit.

3.5 Residential visits

The school will 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, part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of Religious Education.
- Supply teachers to cover for teachers accompanying children on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance

- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, if they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

There is a difference between what can be the subject of a charge (which is regulated) and what can be requested by way of a voluntary contribution.

Schools may be able to ask for Voluntary Contributions to allow Residential Trips to run.

For a child whose parents are listed in the benefits above, the school should look at supporting the cost of the residential to the value of between 25% to 50% of the residential trip cost, if the trip does not qualify under section '**3.5 Residential Trips'**.

3.6 School Dinners

Parents reserve the right to choose whether their child has school dinners or a packed lunch from home. There is no charge for children who are entitled to free school meals or universal infant free school meals. Children who are not entitled to free school meals will be charged a set amount per day, decided by the trust upon advice from the school or outsourced catering provider. The cost of a school meal will be reviewed annually, taking into consideration the local average school meal cost and the increases in cost coming from food production or the schools catering provider. The trust will operate a school meal charge that covers operational costs at the level of an individual meal.

3.7 Late collection

If a child remains uncollected from school, the protocol is that the school office will call parents/carers and then the child's emergency contacts, and the child will be taken to an After School Club or will require supervision of which parents/carers will be charged. Schools will have their own methods for charging that should be set out to parents/carers through local communications.

3.8 Damaged or lost Items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of children or their parents.

3.9 School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a child or their parents cancel the child's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the child's place on the trip, and whether the place on the trip can be offered to another child.

Where a child or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the child to attend future trips and visits.

In the event that a child cannot attend a trip at the last minute, e.g. due to illness, it is at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the child's place on the trip and whether the place on the trip can be offered to another child.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess if greater than £1 per child.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all children and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

4. Other Activities

Other activities/items that the school may charge for, based on local context, are:

- Wraparound Provision - Breakfast (childcare vouchers are an accepted means of payment for this activity)

- Wraparound Provision - After-school (childcare vouchers are an accepted means of payment for this activity)
- Pupil lunches (unless entitled to a free school meal – see point 3.6)
- Book bags
- Library book replacements

5. Income Generation

Following the guidance as stated in the DfE's 'Academy trust handbook', the trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

6. Monitoring arrangements

The CFOO monitors charges and remissions and ensures that they comply with this policy. This policy will be reviewed by the CFOO annually. At every review, the policy will be approved by the Finance and Resource Committee.