



**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

# **CHARGING AND REMISSIONS POLICY**

**Statutory**

**Policy Approved by the Board of Trustees**

**Signed:** 

**Date: 31 October 2023**

**Name: Adele Haysom**

**Chair of Board of Trustees**

**Authorised for Issue**

**Signed:** 

**Date: 31 October 2023**

**Name: Gary Lewis**

**Chief Executive**

## Document History

Version	Author/Owner	Drafted	Comments
1.0	Clare Sanders	June 2016	Based on Gordano School model - original source not recorded
2.0	Clare Sanders	July 2017	Annual Review Amendment - Added Policy applies to LSP Central Team Adopted by Board of Trustees
3.0	Louise Malik	February 2019	Scheduled update
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This Policy applies to all schools and employees within the Lighthouse Schools Partnership.

# CHARGING AND REMISSIONS POLICY

## Statutory

### 1. Introduction

- 1.1. The Lighthouse Schools Partnership (referred to as the Trust) believes the education of students is broadened and enhanced by well-planned and supervised visits, outdoor pursuits, sporting and cultural activities.
- 1.2. The curriculum is enriched and teaching is stimulated by pupils' experiences outside of school both in and beyond school hours. Although the Trust has full regard to, and has always supported the principle of, providing free education for all it acknowledges that every worthwhile activity organised by staff and involving the use of physical and human resources does have cost implications. Such costs either come from the individual school's budget or have to be found from other sources.
- 1.3. As Academies, schools in the Trust are not required to deliver the National Curriculum but must deliver a curriculum of comparable breadth and depth. All schools must publish a statement of ethos and an outline of their curriculum on their websites. References in this policy to curriculum refer to the curriculum published on each school's website, which is the entitlement of all pupils in the school.
- 1.4. It is therefore the Trust's policy to request whatever voluntary contributions from parents/carers are necessary to ensure the fulfilment of its educational aims through school activities. At the same time the school will have due regard to the individual circumstances of students whose families may find it difficult to contribute.
- 1.5. The aim of this Policy is to make explicit what parents/carers are expected to pay for, subject to the provisions of the Education Act 1996, and what requests may be made for voluntary contributions. The detailed regulations for charging and remissions for maintained schools are exemplified in '[Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities - May 2018](#)'. The Trust's policy is also based on these regulations.

### 2. Guiding Principles

Schools in the Lighthouse Schools Partnership are entitled to charge for the following activities:-

- 2.1. Any ingredients, materials, books, instruments or equipment, where the parent/carer has indicated they wish to own them or the finished product.

2.2. Music or vocal tuition, in limited circumstances (see section 3 below).

2.3. Early Years provision - Charges for Early Years provision can be made if all of the circumstances below apply:

- 2.3.1. that the early years provision is not provided as part of the duty to secure prescribed early years provision free of charge (section 7 of the Childcare Act 2006(3))
- 2.3.2. that the early years provision is for a pupil who is below compulsory school age; and
- 2.3.3. that the early years provision is not otherwise funded by the local authority

2.4. Community facilities - these are facilities that can be used by the local community such as out of hours/holiday childcare. Schools can charge for community facilities, and a profit can also be generated, providing that it is spent on the purposes of the school and/or on community facilities.

2.5. Optional Extras - Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- 2.5.1. education provided outside of school time that is not:
  - part of a school's published curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - part of religious education.
- 2.5.2. transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education, transport that enables a pupil to meet an examination requirement when the pupil has prepared for the exam in school or transport provided in connection with an educational visit);
- 2.5.3. board and lodging for a pupil on a residential visit;
- 2.5.4. extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions);
- 2.5.5. In relation to public examinations parents/carers will be expected to pay for:
  - Exam and entry fee(s) if the pupil has not been prepared for it at the school;
  - Entry for non-prescribed examinations;
  - The cost of re-scrutiny of exam papers where the re-scrutiny is not requested by the school;
  - The recovery of entry fees where, without good cause, the student has failed to complete the examination requirements. This could include spoilt papers;
  - Re-entry of the module if it is the pupil/parent who requests the re-sit of the exam, when the student is not on the schools set list (the school will

pay for the initial exam entry). This may include invigilation costs - if the parents request exam entry and no other internal candidates are sitting exams.

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

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

### 3. Music and Vocal Tuition

- 3.1. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent/carer.
- 3.2. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.
- 3.3. Charges may not be made if the teaching is either an essential part of a school's published curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.
- 3.4. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

### 4. Voluntary Contributions

- 4.1. Parents/Carers may be asked to make voluntary contributions for any school activities which take place during school hours, using school equipment, or towards school funds generally. There will be no limit on the level of voluntary contributions and no restrictions on the use to be made of such contributions.
- 4.2. The contribution must be genuinely voluntary and the students of parents who may be unwilling or unable to contribute must not be discriminated against. Where there are insufficient voluntary contributions to fund an activity, it may be cancelled. The School must make that possible consequence known to parents when initially requesting financial support.
- 4.3. When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. Schools will avoid sending colour coded letters to parents as a reminder to make payments and direct

debit or standing order mandates will not be sent to parents when requesting contributions.

## 5. Breakages and Damages to School Buildings, Furniture or Property

5.1. Parents/Carers will be required to reimburse the school for wilful or irresponsible damage to school property for which their child is responsible.

## 6. Remissions Policy

6.1. No charge except board and lodging can be levied for any education or associated activities carried out in relation to prescribed examination requirements or to fulfil statutory duties relating to a school's published curriculum.

6.2. No charges shall be levied on parents who can prove they are in receipt of the following benefits:-

- 6.2.1. Income Support;
- 6.2.2. Income Based Jobseeker's Allowance;
- 6.2.3. Income-related Employment and Support Allowance;
- 6.2.4. Support under part VI of the Immigration and Asylum Act 1999;
- 6.2.5. The guaranteed element of Pension Credit;
- 6.2.6. Child Tax Credit (provided that you are not also entitled to Working Tax Credit and have an annual gross income of no more than the current income threshold);
- 6.2.7. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit;
- 6.2.8. Universal Credit.

## 7. Discretion of the Headteacher

7.1. The Board of Trustees will leave to the discretion of the Headteacher the decision as to what proportion of the cost of activities should be charged to public or non-public funds and when to request voluntary donations.