



**The Kite
Academy
Trust**
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KITE ACADEMY TRUST

CHARGING & REMISSIONS POLICY

P1134

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1 Introduction

The Kite Academy Trust wishes to provide the best possible educational opportunities available for all children within the funds allocated by the Department for Education. Education during normal academy hours must legally be free of any compulsory charge to parents/carers, and the Trust and its academies are committed to upholding these legal requirements. This policy ensures that, during the academy day, all children have full and free access to a broad and balanced curriculum.

2 Legislation & 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.

3 Definitions

Charge: a fee payable for specifically defined activities.

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

4 Education

No charges will be made for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

No charges will be made for education provided outside school hours if it is part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the child is being prepared for at an academy
- Religious education

5 Admissions

There is no charge for admission to any academy within The Kite Academy Trust.

6 Transport

No charges will be made for transporting registered pupils to or from the academy premises, where the Local Authority has a statutory obligation to provide transport.

No charges will be made for transporting registered pupils to other premises where the Trust has arranged for pupils to be educated.

No charges will be made for transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the academy.

No charges will be made for transport provided in connection with an educational visit.

7 Academy Meals

There is no charge for children who are entitled to free school meals. Children who are not entitled to free school meals will be charged as per the current prices.

8 Public Examinations

There is no charge for examinations that are part of the National Curriculum and on the academy's set examinations list, where children have been prepared for the examinations by the academy.

9 Optional Extras

The Kite Academy Trust is dedicated to providing a well-rounded and extensive education for our children which includes a wide range of extra-curricular activities.

Charges will be made for optional extras such as activities/clubs led by external providers. These activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Where the Kite Academy Trust offers extended day services (i.e. breakfast/after-school club), charges will be made for these services.

At the discretion of the Academy Head, each academy may offer staff-led clubs/activities outside of the academy day. There will be no charge for these clubs/activities, however contributions may be requested to cover the cost of any specific materials.

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

Charges can be made for any materials, books, instruments or equipment, where the child's parent wishes them to own them.

10 Music Tuition

The academy will not charge for music tuition, for pupils learning individually or in groups, if it forms part of the National Curriculum, a public examination syllabus being followed by the child(ren), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Charges will be made for music tuition that is requested by parents and delivered by specialist tutors given to either an individual child or groups of children. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

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).

11 Residential Trips

Charges will be made for board, lodging and activities on residential trips. When such trips are arranged, a breakdown of how the charges were calculated will be available e.g. materials, equipment, entrance fees, non-teaching staff and transport. Any charge must not exceed the actual cost.

12 Calculating Charges

When charges are made for any activity, whether during or outside the academy day, they will be based on the actual costs incurred, divided by the total number of children participating. Any charges made 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.

The principles of best value will be applied when planning activities that incur costs to the academy and/or charges to parents/carers.

Where a charge may be made to parents/carers in certain defined circumstances, our academies will have identified the activities for which charges will be made, and explained the basis on which charges may be reduced or waived for certain children.

13 Remissions & Concessions

Each academy will give consideration to the remission of charges to parents/carers who receive Universal Credit. Children of families who receive these payments are also entitled to free school meals.

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 (provided an individual is 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 4 weeks after qualification for Working Tax Credit ends)
- Universal Credit (if applying after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits received))

Parents/carers who are eligible for the remission of charges, or who are experiencing financial difficulty, should speak with the Academy Head regarding support available to them; any such conversation will be dealt with confidentially. The remission of any charges will be authorised by the Academy Head, who may choose to subsidise part or all of the payment for certain activities and children.

14 Voluntary Contributions

Certain educationally valuable activities are dependent on financial contributions in whole or in part from parents/carers. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents/carers by the academy, and cancelled if insufficient contributions are received. If the activity is cancelled, all monies paid will be returned to parents/carers. Our academies will endeavour to keep financial contributions to a reasonable minimum and to ensure, as far as possible, that all children are able to take part, irrespective of their circumstances. Voluntary contributions may be sought for activities during the academy day which entail additional costs e.g. materials, equipment, entrance fees and transport between the academy and the activity.

The Kite Academy Trust is committed to ensuring fair access and treatment of all children; this means that no child is excluded from an activity if their parents/carers are unwilling or unable to make a contribution. There is no obligation for a parent/carer to make any contribution.

Document Management

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