



**CHARGING AND REMISSIONS POLICY
FOR
SIR GRAHAM BALFOUR SCHOOL**

INSIGHT MAT POLICIES AND PROCEDURES

CHANGE CONTROL

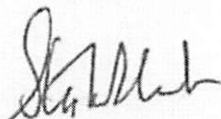
Date	Issue	Details of change
07.02.2017	0.a	Initial Draft
28.03.2017	1.0	Changes agreed and policy approved at Trust Board Meeting
20.06.2018	1.a	Updated following review by SGB MAT Finance, Premises and Health and Safety Committee
03.07.2018	2.0	Changes agreed and policy approved at Trust Board Meeting
03.04.2019	3.0	Changes agreed and policy approved at Trust Board Meeting
01.04.2020	3.0	No changes made and policy approved at Trust Board Meeting <i>(Meeting deferred due to COVID restrictions)</i>
March 2021	3.a	Minor amendment
24.03.2021	4.0	Changes agreed and policy approved at Trust Board Meeting
March 2022	4.a	Updated following review
March 2022	5.0	Approved at Board Meeting on 30.03.2022
Spring 2023	5.a	Updated following review at Board Meeting
Spring 2023	6.0	Approved at Board Meeting on 15.03.2023
Spring 2024	6.a	Updated following review
Spring 2024	7.0	Approved at Board Meeting on 20.03.2024
Spring 2025	7.a	Updated following review
Spring 2025	8.0	Approved at Board Meeting on 26 th March 2025
Spring 2026	8.a	Updated following review
Spring 2026	9.0	Approved at Board Meeting on 15 th April 2026

Next Review	Spring 2027
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AUTHORISATION

Approved at Trust Board Meeting held on 15th April 2026

Signed:



15.04.2026

Chair of Board

Date

INSIGHT MAT POLICIES AND PROCEDURES

Charging and Remissions Policy

This policy pertains to all employees and, as appropriate, Governors, Trustees, Members, contractors, visitors, and volunteers connected to Insight Multi-Academy Trust.

INTRODUCTION

The Governing Body of any school can only charge for school activities as set out in the Education Act 1996: Sections 449-462 and any such charges may only be levied if there is an appropriate Charging and Remissions Policy in place. This document has been generated to meet that requirement.

The document also specifies charges applicable to services available for third party purchase or use by school staff for personal non-school activities.

AIM

This policy sets out when the school will charge for activities and when parents/carers will be entitled to the remission of charges.

DEFINITIONS

CHARGE: a fee payable for specifically defined activities

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

SCHOOL HOURS:

In this document school hours are defined as follows and do not include the break in the middle of the day.

Morning (4 Hours 45 Minutes)

8:45 Form Time
9:10 Period 1
10:10 Period 2
11:10 Break
11:30 Period 3
12:30 Period 4
13:30 End of Morning Session

Afternoon (1 Hour)

14:15 Period 5
15:15 End of Afternoon Session

1. Activities During or Outside School Hours

Non-Residential

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If a non-residential activity takes place, partly during and partly outside of school hours, and more than 50% of the time spent occurs during school hours, the activity is deemed to be taking place entirely in school hours and no charge may be made.

Time spent on travel only counts as being during school hours if the travel takes place during school hours.

If an activity involves travel before and after normal school hours and the time spent at the destination falls mainly within school hours the activity is considered as taking place in school time and a voluntary contribution may be requested.

If an activity involves leaving school an hour or so earlier than the end of the school day and goes on until quite late in the evening the activity will be considered as taking place outside of school time and a charge may be made.

Residential

Special rules apply for residential activities. Each school day is divided into two sessions and each 24-hour period is divided into two half days beginning at noon and midnight.

An activity is considered to fall within school time if the number of school sessions missed by the students amounts to half or more of the number of half-days taken up by the activity.

If fifty percent or more of a half-day is spent on a residential trip the whole of that half-day is considered as spent on the activity.

On this basis, a term-time trip from noon on Wednesday to 9 pm Sunday would be counted as taking place in school time as it lasts nine half-days and includes five school sessions.

An activity from noon Thursday to 9 pm Sunday would be counted as taking place outside school time as it lasts seven half-days and includes three school sessions.

Activities Not Run by the School

If an organisation acting independently of the school arranges an activity to take place during school hours the organisation may apply a charge. If parents wish their children to participate in any such activity, they must ask the school to agree to their children being absent in the same manner as if they wished to take their children out of school for a family holiday.

Where an activity organised by a third party and approved by the school is educational, or is supervised by someone authorised by the school, then it will be treated as if it were provided by the school and treated accordingly from a charging aspect.

Other Activities

Education provided during school hours, including the supply of materials, equipment, and transport provided in school hours by the school carrying students between the school and an activity, must be provided free of charge.

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However, the school will charge for:

- Optional, extra activities provided mainly or wholly outside of school hours as long as such activities are not a necessary part of the national curriculum, not part of a syllabus for a public examination that the student is being prepared for in school, or do not form part of the school's basic curriculum for religious education
- Materials, where parents wish the students to own the materials
- Participation in any optional extra activity outside of school hours agreed on the basis of parental choice and a willingness to meet the charges

and in the circumstances detailed in Section 2 for the following:

- Residential Activities
- Music Tuition – instrumental or vocal
- Public examination entry fees
- Transport in the school minibus

Voluntary Contributions

There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead

The school will invite voluntary contributions from parents/carers or others if it wishes to run an activity mainly or wholly during the school day for which it would require additional funding. When inviting voluntary contributions for an activity, parents will be advised of the following, as appropriate:

- The activity cannot take place without some help from them
- No student will be excluded from the activity or treated differently because they do not make a contribution
- If there are insufficient voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled

2. Student Related Charges

Where charges are made, they will be based on the cost to fund the activity with no profit to the school with the cost for an individual student being calculated on the basis that all students participating in the activity will be contributing.

Residential Activities

If a residential activity takes place largely during school hours, meets the syllabus for a public examination that the pupil is being prepared for at school, or forms part of the national curriculum or religious education, no charge will be made for either the education or for the cost of travel. However, charges may be made for the full cost of board and lodging.

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Parents who are in receipt of certain benefits are exempt from paying the cost of boarding and lodging. The list of benefits to which this applies can be found here: <https://www.gov.uk/apply-free-school-meals>.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not 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 you stop qualifying for Working Tax Credit)
- The guaranteed element of State Pension Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

All parents/carers who are eligible for any remission of charges will be dealt with confidentially.

Music Tuition – instrumental or vocal

All students are entitled to instrumental or vocal music tuition with payment being governed as follows:

- Charges will not be made:
 - Where instrumental or vocal music tuition forms an essential part of either the national curriculum or a public examination syllabus being followed by a student
 - For students who are looked after by the Local Authority under s.22(1) of the Children Act 1989
- Charges may be made for instrumental or vocal music tuition provided either individually or to a group of any size provided that the tuition is provided at the request of the student's parents/carers
- Where charges are made the following will apply:
 - A charge of £280 per academic year, payable during the autumn term, will be made for instrumental lessons for 2026/2027. The charge is subject to annual review
 - Parents must give 6 weeks' notice to cancel lessons mid-year and will only be entitled to a refund where the school is able to secure a replacement student or revision of the music service contract
 - Students eligible for free school meals will receive up to 100% reduction
 - Assistance from the Endowment Charity will be considered for those who request it

Public Examinations

- **Entry Fees** - Charges will be made for student entry for public examinations that are set out in Regulations in the following circumstances:

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- The examination is not on the set list, but the school arranged for the student to take it
 - The examination is on the set list, but the student was not prepared for it by their school
 - A student fails without good reason to complete the requirement of any public examination where the governing body or the local authority originally paid or agreed to pay the entry fee
- **Re-Sit Fees** - Charges will be applied in the following circumstances:
 - All KS5 re-sits
 - All KS4 re-sits when a student has already achieved their forecast grade

Other Costs - Charges will be made for tuition and other costs if a student is prepared outside of school hours for an examination that is not set out in Regulations.

Transport in School Minibus

Charges are only made for use of the school minibus in the following instances:

- Optional, extra activities provided mainly or wholly outside of school hours where such activities are not a necessary part of the national curriculum and do not form part of the school's basic curriculum for religious education
- Other activities that happen outside of school hours agreed on the basis of parental choice and a willingness to meet the charges
- Where voluntary contributions have been invited to run an activity mainly or wholly during the school day for which additional funding is required

The MAT may choose to subsidise part or all of the payments of some charges for certain activities and students, and this will be determined by the Headteacher and Chief Financial Officer.

3. Non-Student Related Charges

Private Telephone Calls

Brief, necessary calls will be free of charge.

Private Photocopying and Laser Printing

The following charges will apply irrespective of document size up to A3 maximum:

Black and White	8p per copy
Colour	12p per copy

At the discretion of the Chief Financial Officer large volumes may attract a slightly reduced charge.

Minibus Charges

Rates of hire:

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Hourly	£7.50
Half Day or evening	£20.00
Daily	£40.00
Weekly	£200.00

+ 25p per mile.

Proof that appropriate vehicle, passenger and contents insurance is in place, provision of which will be the responsibility of the hirer, will be required before release of the vehicle to the hirer.

If at the end of the hire period the vehicle is returned with less fuel than was provided at commencement of the hire, the hirer will be charged for the shortfall at the then current rate.

At the MAT's discretion, voluntary organisations helping local children and the community will be charged at a rate per mile, to cover fuel costs only.

Lettings

Daytime use of teaching rooms by external agencies will be charged at:

Hall	£35 per hour
Conference Room	£35 per hour
Other classrooms	£35 per hour

4. Other Charges

Where items are purchased specifically for students to purchase for their own personal use e.g. revision guides, arts materials, memory sticks, etc., such items will be sold on at their cost to the school.

Other ad hoc items may be sold to students during the year and will be sold on at their cost to the school. Some items may be charged by using "merits" rather than cash.

Where a student has wilfully damaged school property, they will be charged for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a student, and the school has been charged, then the student may be charged for some or all of the cost. The Headteacher and Business Manager will decide whether or not these charges will be made.

MONITORING AND EVALUATION

The Insight MAT Finance, Premises and Health and Safety Committee will formally review this policy annually or more frequently if circumstances or legislation suggest it appropriate.