Sheffield South East Trust
Charging and Remissions Policy

Last reviewed on:	15/12/2025
Next review due by:	14/12/2026

Introduction
The purpose of this policy is to ensure that there is clarity over items which Sheffield South East Trust's schools provide free of charge and for those items where there may be a charge. As a Trust, we are committed to adhering to all legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DfE. This includes:

- The Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Our Master Funding Agreement

Responsibilities
Sheffield South East Trust aims to ensure that senior leadership are familiar with, and correctly apply the policy across all of its schools. We will ensure parents are duly informed when being asked for any contributions towards any costs covered in this policy.

Charging for Education
Sheffield South East Trust will not charge for:

- education provided during school hours
- admission applications
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- instrumental or vocal tuition, unless the tuition is provided at the request of the pupil's parent
- entry for a prescribed public examination, if the pupil has been prepared for it at one of the Trust's schools

Sheffield South East Trust can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- optional extras *(covered later in policy)*
- music and vocal tuition, in limited circumstances *(covered later in policy)*

- certain early years provision
- community facilities

Optional Extras
We may charge for optional, extra activities provided outside of the school day. This may include:

- education provided outside of school time that is not
    a) part of the national curriculum
    b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
    c) part of religious education
- examination entry fees if the registered pupil has not been prepared for the examinations at the school
- transport (other than transport that is required to take the pupil to school or to other premises where the Trust has arranged for the pupil to be provided with education
- some aspects of residential visits
- extended day services offered to pupils e.g. breakfast club, after-school clubs and early years childcare above 15 hours free early learning entitlement. (Some provisions may offer up to 30 hours FEL for those eligible).

The above optional extras will cover costs amounted in relation to:

- any materials, books, instruments, or equipment provided in connection with the referenced optional extras
- buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Sheffield South East Trust will ensure that charges made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. We will not 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.

In cases where a small proportion of an activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can therefore be made for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Any Trust 'optional extras' will only be done so with an agreement in place from parents with a willingness for them to meet any associated charges.

Voluntary Contributions
We may, from time to time, ask for voluntary contributions towards the benefit of any school activities. If the activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will make it clear that there is no obligation for parents/carers to make a contribution and also, notify parents/carers 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, or the schools cannot fund it from another source, then the activity will be cancelled, and parents made aware.

Sheffield South East Trust will strive to ensure that parents do not feel pressurised into making voluntary contributions. We will also make it clear to parents what the policy for allocating places on school visits will be.

Schools in SSET subsidise all visits or opportunities (including residential visits) in the first instance before voluntary contributions are sought. This commitment reflects the high proportion of disadvantaged pupils in the Trust and is an effective use of Pupil Premium funding.

Music Tuition
Music tuition is the only exception to the rule that all education provided during school hours must be free.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. Charges can 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. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum or, is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. It also makes clear that no charge may be made in respect of a pupil who is looked after by Sheffield City Council.

Transport
In relation to transport, Sheffield South East Trust will not charge for:

- transporting registered pupils to or from the school premises, where the Trust has a statutory obligation to provide transport
- transporting registered pupils to other premises where the Trust has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at one of the Trust's schools
- transport provided in connection with an educational visit

Residential visits
For residential visits across the Trust's schools, Sheffield South East Trust 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

We can charge for:

- board and lodging and the charge must not exceed the actual cost

Education Partly During the School Day
Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. A charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

Non-residential activities
If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

Residential visits
If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.