

Charging and Remissions Policy

Version 1

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Name of Responsible Committee/Individual	Trust Board
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1. PURPOSE OF THE POLICY AND POLICY STATEMENT

The purpose of this policy is to ensure the Trust provides equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

This policy is based on the 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 the Act through their funding agreements.

2. DEFINITIONS

Charge: a fee payable for specifically defined activities.

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

3. ROLES AND RESPONSIBILITIES

The Board of Trustees have delegated the approving and monitoring of this policy to the Finance, Audit and Risk Committee.

The Trust will inform parents/carers on low incomes and in receipt of relevant benefits of the support available to them when being asked for contributions towards the cost of school visits.

4. CHARGING POLICY

4.1 Education

The Trust will not charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

The Trust **cannot** charge for:

- Admissions applications
- Education provided outside school hours if it is part:
 - the National Curriculum
 - a syllabus for prescribed public examination that the student is being prepared for at the school
 - Religious education
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer (see section 4.4)
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school (see section 4.3).

The Trust **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 4.2)
- Use of community facilities
- Certain early years provision
- Wilful damage to school property or theft of equipment
- Ingredients and materials for practical subjects, including Design and Food Technology.

4.2 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. The following are optional extras:

- Education provided outside of school time that is not part of:
 - the National Curriculum
 - a syllabus for prescribed public examination that the student is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the pupil has not been prepared for the examination(s) at the school
- Transport, other than transport that is required to take the pupil to school or to other premises where the Local Authority have arranged for the pupil to be provided with education (see section 4.6)
- Board and lodging for a pupil on a residential visit (see section 4.5)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. There will be no element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge will not include the cost of alternative provision for those pupils who do not wish to participate.

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

4.3 Examination fees

The Trust may charge for examination fees if:

- the pupil fails to take the final examination, without good reason
- the pupil fails, without good reason, to meet any examination requirement for a syllabus while re-sitting
- a pupil, or their parent/carer consider it to be in the best interests of the student to request that an examination is re-marked. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body, and the parent/carer will have their fees refunded.

4.4 Music tuition

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.

The Trust can charge for instrumental or vocal tuition, for pupils learning individually or in groups, provided that the tuition is provided at the request of the pupil's parent/carer.

- Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition
- Charges will not be made for pupils who are looked after by the local authority.

4.5 Residential visits

The Trust **cannot** charge for:

- Education provided on any visit that takes place during school hours (as defined by section 452 of the Education Act 1996)
- Education provided on any visit that takes place outside school hours if it is part of:
 - the National Curriculum
 - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The Trust **can** charge for:

- Board and lodging, but the charge must not exceed the actual cost (see section 6 Remissions Policy)

4.6 Transport

The Trust **cannot** charge for:

- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit.

5. VOLUNTARY CONTRIBUTIONS

Legislation allows the Trust to ask for voluntary contributions for the benefit of the school or any school activity. However:

- If the activity cannot be funded without voluntary contributions, the school will make it clear to parents/carers at the outset
- The school will make it clear to parents/carers that there is no obligation to make any contribution
- Parents/carers will not be made to feel pressurised into paying as it is voluntary and not compulsory

No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will be given an equal chance to go on the visit, and the school will set out how places will be allocated from the outset.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled, and this will be made clear to parents/carers from the outset.

6. REMISSIONS POLICY

In some circumstances, the school may not charge for items or activities (wholly or partly) set out in section 4 of this policy. This will be at the discretion of the headteacher/principal and depend on the activity in question.

6.1 Remission for residential visits

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-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
- Working Tax Credit
- Universal Credit

7. REFUNDS

Most trips will require a non-refundable deposit.

This deposit will only be repaid if:

- The trip is cancelled by the school
- The place on the trip can be filled by another pupil.

If a student pulls out of the trip through medical grounds **and** the place cannot be filled by another pupil, then this will be reviewed on an individual basis.

8. MONITORING AND REVIEW

The Finance, Audit and Risk Committee will review and approve this policy on an annual basis.

**Charging and Remissions Policy Version 1
Agreed by Finance, Audit and Risk Committee June 2026**