



Charging & Remissions Policy

November 2025

Date of Review: October 2025
Approved by: Trust Board
Next Review Date: October 2026

1 Aim

- 1.1 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

2 Responsibilities

- 2.1 The Trust Board is responsible for determining the content of this policy and the Head teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Head Teacher and the Trust Board.

3 Charges cannot be made for:

- 3.1 The Trust Board recognise that legislation prohibits charges for the following:
- education provided during the school's hours (including the supply of any materials, books, instruments or other equipment);
 - education provided outside the school's 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;
 - tuition for pupils learning to play musical instruments if the tuition is required as 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;
 - entry for a prescribed public examination, if the pupil has been prepared for it at the school;
 - examination re-sits if the pupil is being prepared for the re-sit at the school;
 - education provided on any trip that takes place during the school's hours;
 - education provided on any trip that takes place outside the school's 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 academy, or part of religious education;
 - supply teachers to cover for those teachers who are absent from the school accompanying pupils on a residential trip;
 - transporting registered pupils to or from the school's premises, where the local education authority has a statutory obligation to provide transport;
 - transporting registered pupils to other premises where the governing body has arranged for pupils to be educated;
 - transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school;
 - transport provided in connection with an educational trip.

4 Charges may be made for:

- board and lodging on residential visits (not to exceed the costs);
- the proportionate costs for an individual child of activities wholly or mainly outside the school's hours ('optional extras') to meet the costs for:
 - travel;
 - materials and equipment;
 - non-teaching staff costs;

- entrance fees;
- insurance costs;
- vocal and musical instrument tuition;
- re-sits for public examinations where no further preparation has been provided by the academy;
- examination fees where a pupil fails without good reason to sit the exam;
- any other education, transport or examinations where no further preparation has been provided by the academy;
- any other education, transport or examination fee unless charges are specifically prohibited;
- breakages and replacements as a result of damages caused wilfully or negligently by pupils;
- extra-curricular activities and school clubs;
- any extended school activity;
- damage/vandalism/loss to any of the school's property.

5 Remission

- 5.1 Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, may be entitled to the remission of charges for board and lodging costs during residential school's trips, subject to the Headteachers discretion in the use of Pupil Premium funding. The relevant support payments are;
- Income Support;
 - Income Based Jobseeker's Allowance;
 - Support under Part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided that annual income does not exceed £16,190
 - Guaranteed element of State Pension Credit.
 - Universal credit, as long as the households net income is less than £7,400 p/a.

6 Voluntary Contributions

- 6.1 Parents will be invited to make a voluntary contribution for the following;
- a) Travel costs
 - b) Entry charges / fees
- 6.2 The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.
- 6.3 In addition the following will be made clear to parents:
- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;
 - b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request;
- 6.4 The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

6.5 Voluntary contributions will be used to cover the cost of transport and entry fees on Educational Visits.

6.6 Parents will be advised that if there are insufficient voluntary contributions, educational visits may not go ahead.

7 School Meals

7.1 The Trust Board will determine and publish annually the price to be charged for the school meals.

