Charging and Remissions Policy

Policy Tracker – Responsibility for monitoring this policy: DFO (Reviewed annually – date of next review Autumn 2027)			
Date of review	**Reviewed By:**	**Role**	**Date Approved by Board**
September 2026	LJ Garfield	DFO	19th October 2026
September 2025	LJ Garfield	DFO	21st October 2025
June 2025	LJ Garfield	DFO	7th July 2025
April 2024	LJ Garfield	DFO	9th May 2024
February 2023	Rebecca Cox	CEO	6th March 2023
January 2022	Racheal Jones	COO CFO	March 2022
May 2021	Jeannette Mackinney & Racheal Jones	CEO COO	May 2021
June 2020	Jeannette Mackinney & Racheal Jones	CEO COO	July 2020
June 2019	Jeannette Mackinney & Racheal Jones	CEO COO	July 2019

CONTENTS

1	Admissions	1
2	Education provided during school hours	1
3	Education provided outside of school hours	1
4	School meals	1
5	Prescribed public examinations	1
6	Materials, books, instruments or equipment	1
7	Music, instrumental or vocal tuition	2
8	Transport	2
9	Residential visits	2
10	Optional extras	2
11	Voluntary contributions	3
12	Refunds	4
13	Damages to property and breakages	4
14	Charges for late collection of children	4
15	Remissions	4
16	Complaints	5

1 Admissions

The Trust **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.

2 Education provided during school hours

Subject to the limited exceptions outlined in this policy, the Trust **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

3 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of religious education.

4 School meals

4.1 The Trust **does not** charge for school meals where the pupil is eligible for free school meals (FSM) or infant free school meals (UIFSM).

4.2 Pupils who are not entitled to free school meals **will** be charged. The current price is based on a daily set meal rate charged to us by our Catering provider. These charges are often reviewed annually in line with Government national pay awards.

5 Prescribed public examinations

5.1 The Trust **does not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the Trust.

5.2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the Trust **may** seek to recover the fee from the pupil's parent/carer. For the avoidance of doubt, examination requirements include sitting the examination/resit(s).

6 Materials, books, instruments or equipment

6.1 The Trust **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

6.2 Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount and the process to make payment.

7 Music, instrumental or vocal tuition

7.1 The Trust **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.

7.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

7.3 **No charge** will be made if the tuition is:

- provided to a pupil who is looked after by a local authority; or
- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the school.

8 Transport

The Trust **may** charge for:

- transporting pupils to or from the school's premises where the local authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the school
- transport provided in connection with an educational visit

9 Residential visits

9.1 The Trust **does 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 by the school or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

9.2 The Trust **will** charge for board and lodging relating to residential visits (see **section 10**).

10 Optional extras

10.1 The Trust **does** charge for 'optional extras'.

10.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

10.3 Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of religious education
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the school
- other transport (outside of that outlined in **section 8**)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

10.4 In calculating the cost of an optional extra an amount **will** be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, which 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

10.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

11 Voluntary contributions

11.1 The school may ask parents/carers for voluntary contributions for the benefit of the school or any of its activities.

11.2 Where it is intended that an activity is to be funded by voluntary contributions, the Executive Headteacher/Headteacher will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity, and the school is unable to fund it from some other source, then the activity will be cancelled

11.3 No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12 Refunds

12.1 Request for refunds for activities will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

12.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Executive Headteacher/Headteacher. If approved, refunds will be processed via the original method of payment.

12.3 The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school on the basis of a pupil's breach of the school's behaviour policy.

13 Damage to property and breakages

13.1 Where the school's property has been wilfully or recklessly damaged by a pupil or parent/carer, the school **may** charge those responsible for some or all of the cost of repair or replacement.

13.2 Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school **may** charge those responsible for some or all of the cost.

14 Charges for late collection of children

14.1 The academy **may** charge parents/carers for the cost of Afterschool club/other childcare or provision for staff supervision where a child is not collected from school within a reasonable time after the end of the school day or after a school activity.

14.2 The charges are laid out in the School's Attendance Policy (Appendix 3) which can be found under 'Policies' on the relevant school website. The academy understands that emergencies and unforeseen circumstances can arise and will not impose a charge for a one-off unavoidable incident.

15 Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Universal Credit - if you apply on or after 1 April 2018 your household income must be £7,400 a year or less (after tax and not including any benefits you get)
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit.

16 Complaints

Complaints regarding this policy or its application should be raised under the Trust's usual complaints procedure.