



CHARGING AND REMISSIONS POLICY

DATE REVIEWED: August 2026
NEXT REVIEW DUE: August 2027

Purpose

The purpose of this policy is to ensure that, during the school day, all students have full and free access to a broad and balanced curriculum.

The school day is defined as the hours from **08:35 to 13:10 and 13:55 to 15:20**. The break between 13:10 and 13:55 is not regarded as part of the school day for the purposes of charging.

Legislation

This policy has been written in accordance with:

- **Sections 449–462 of the Education Act 1996**, which set out the law on charging for school activities;
- **The Charges for Music Tuition (England) Regulations 2007**; and
- **Department for Education (DfE), *Charging for school activities* – departmental advice (May 2018)**.

Academies are required through their funding agreements to comply with the law on charging for school activities.

The school will also have regard to relevant current Department for Education guidance and funding rules when applying this policy.

Relationship to Other School Policies

This policy complements the school's:

- Educational Visits Policy;
- Teaching and Learning Policy;
- 16–19 Bursary Policy; and
- any other relevant financial assistance or student support arrangements.

Roles and Responsibilities of the Headteacher, Other Staff and Trust Board

The **Headteacher** will ensure that this policy is implemented consistently and that charges are made only where permitted by legislation and this policy.

Staff organising activities for which a charge may be made are responsible for ensuring that the activity is assessed against this policy before charges are requested from parents/carers.

The **Trust Board** will monitor and review the operation of the policy and approve any annual thresholds referred to within it.



Educational Activities

All education provided during school hours, including education forming part of the National Curriculum and religious education, will be provided free of charge.

The school may request a **voluntary contribution** from parents/carers towards the cost of some activities, visits and events. In these circumstances:

- no student will be prevented from participating because their parents/carers cannot or will not make a contribution;
- students whose parents/carers do not contribute will not be treated differently; and
- the amount requested will be genuinely voluntary.

Where insufficient voluntary contributions are received to fund an activity, and the school is unable to meet the shortfall from other sources, the activity may be cancelled.

The school will not make a charge for materials, equipment or transport required as part of education provided during school hours.

Where an activity takes place partly during and partly outside school hours, the school will determine whether it is regarded as taking place during school hours in accordance with the relevant statutory provisions. An activity is generally regarded as taking place during school hours where **50% or more of the time spent on the activity, including travel time, falls within school hours**. The lunchtime break is not included when calculating school hours.

Public Examinations

There will be no charge for a prescribed public examination where the student has been prepared for the examination at the school.

A charge may be made where:

- the examination is on the prescribed list but the student was not prepared for it at the school;
- the examination is not on the prescribed list but the school arranges for the student to take it; or
- a student fails, without good reason, to complete the requirements of an examination where the school or local authority originally paid or agreed to pay the entry fee.

Optional Extras

The staff and Trustees recognise the importance of activities that, while not an essential part of the curriculum, add value and enjoyment to students' educational experiences.

Charges may be made for **optional extra** activities which are not:

- part of the National Curriculum;
- part of religious education; or
- part of a prescribed public examination syllabus,



and which involve additional costs to the school.

Examples may include activities during Curriculum Enhancement Days requiring the services of external facilitators, theatre trips, trips to exhibitions and trips to science venues.

Participation in any optional extra activity will be on the basis of parental/carer choice. A parental/carer agreement will be a pre-requisite for participation in any optional extra activity for which a charge is made.

Charges for optional extras will be based on the actual cost of providing the activity, including appropriate and proportionate costs directly attributable to the activity. The total amount charged to participating students will not exceed the actual cost of providing the activity.

Where an optional extra is cancelled because insufficient contributions are received, parents/carers will be informed.

The school requests, annually, that parents/carers voluntarily contribute to the

School Fund. The School Fund is used, where appropriate, to subsidise activities and educational opportunities for students.

Students who are eligible for pupil premium funding or 16–19 Bursary support may be eligible for financial assistance towards the cost of optional extra activities. Details of any assistance available will be provided to parents/carers at the outset of each activity.

Residential Visits

Residential visits which form part of the National Curriculum will be provided free of charge for education and travel.

Where a residential visit forms part of the National Curriculum, a charge may be made for **board and lodging**, subject to the statutory provisions concerning remission of charges.

Where a residential visit is not part of the National Curriculum, religious education or a prescribed public examination syllabus, charges may be made where the visit constitutes an optional extra.

For the purposes of determining whether a residential visit is regarded as taking place during school hours, the school will apply the relevant statutory test. A residential visit is generally regarded as taking place during school hours where the number of school sessions missed by the students is **50% or more of the number of half-days taken up by the visit.**

Where a residential visit is regarded as taking place during school hours:



- no charge will be made for education or transport forming part of the free educational provision;
- a charge may be made for board and lodging, subject to the statutory remission arrangements; and
- any other charge will only be made where permitted under the legislation.

Parents/carers will be informed clearly how any charges for residential visits have been calculated.

Remission of Residential Visit Charges

The school will remit charges for **board and lodging** on residential visits for students whose parents/carers meet the statutory eligibility criteria for remission.

Parents/carers will be informed of their right to apply for remission when details of the residential visit are provided.

In addition to statutory remission, the school may provide discretionary financial assistance towards residential visits for eligible students, subject to the availability of funds. Such assistance may be supported through pupil premium funding, 16–19 Bursary funding, the School Fund, voluntary contributions or other appropriate funding sources.

Details of any discretionary support available will be clearly communicated to parents/carers at the outset of the visit.

Music Tuition

Where requested by a parent/carer, charges may be made for teaching an individual or group to play a musical instrument or to sing where the tuition is not an essential part of the National Curriculum or a prescribed public examination syllabus.

Charges will be made in accordance with **The Charges for Music Tuition (England) Regulations 2007**.

No charge will be made where the tuition forms an essential part of the National Curriculum or where the statutory exemption for a looked-after child applies.

Charges may be made for music examination entry where permitted by the relevant legislation. The school will not automatically charge for all music examinations; the circumstances of each examination will be considered in accordance with the applicable charging provisions.

Technology

A voluntary contribution may be requested in Technology, including Food Studies, for materials and ingredients supplied by the school where the student chooses to take the finished product home.



The contribution requested will be based on the actual cost of the materials or ingredients provided.

No student will be prevented from participating in the curriculum because their parent/carer does not make a voluntary contribution.

Library and Text Books

The school may charge students for books which are lost or damaged beyond reasonable repair.

The charge will normally be limited to the reasonable replacement cost of the item. The library or relevant faculty will write to the parent/carer requesting reimbursement and providing instructions on how payment should be made.

Planners

The school annually provides student planners to help students plan their work, manage their time, record their achievements and set targets for improvement.

A voluntary contribution will be requested to cover the cost price of these items. Where a replacement planner is required due to loss or damage, the school may ask parents/carers to meet the reasonable replacement cost.

Breakages and Damage

The school may seek reasonable reimbursement for the cost of repairing or replacing school property which has been deliberately or negligently damaged by a student. Any charge will reflect the actual cost incurred and will take account of the circumstances of the incident.

Calculating the Charges

When charges are made for any activity, whether during or outside of the school day, they will be calculated in accordance with the relevant statutory provisions.

For optional extras, charges will be based on the **actual cost of providing the activity**, including appropriate and proportionate costs directly attributable to the activity.

The school will not set charges with the intention of generating a profit. The total amount charged to participating students will not exceed the actual cost of providing the optional extra.

Where appropriate, the cost of an activity will be divided between the total number of students participating. If, for any reason, this method is not being used, parents/carers will be informed how the charge has been calculated.

There will be no levy on those who can pay to support those who cannot.



The principles of **best value** will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Surpluses and Refunds

Where an unexpected surplus arises following an activity, any amount above the refund threshold determined annually by the Trust Board will be refunded to parents/carers where appropriate.

Amounts below the agreed threshold may be retained by the school and used to support future educational activities.

The school will not set charges with the intention of generating a surplus or profit.

Financial Assistance and Hardship

The school may provide discretionary financial assistance in cases of hardship, subject to the availability of funds and the circumstances of the individual case.

Such assistance may be supported through voluntary contributions, the School Fund, pupil premium funding, 16–19 Bursary funding or other appropriate funding sources.

Students who are eligible for pupil premium funding or 16–19 Bursary support may qualify for assistance with the cost of school activities, where such support is permitted by the relevant funding rules and the school's own arrangements.

Full details of any support available will be made clear to parents/carers at the outset of each activity.

Transport

Transport forming an integral part of free education during school hours will be provided without charge.

Where transport forms part of an optional extra or another activity for which a charge is permitted under the relevant legislation, the cost may be included in the charge to parents/carers, subject to the statutory requirements.

Arrangements for Monitoring and Evaluation

This policy will be monitored and evaluated by the **Trust Board**.

The policy will be reviewed annually, or sooner if there are significant changes to legislation, Department for Education guidance, funding arrangements or the school's charging practices.

Any changes to the policy will be approved in accordance with the school's governance arrangements.