



CHARGING AND REMISSIONS POLICY

THIS POLICY WAS APPROVED:	SUMMER 2025
POLICY VERSION	3.0
THIS POLICY WILL BE REVIEWED:	SUMMER 2027
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	FINANCIAL CONTROLLER
THIS POLICY WAS DISTRIBUTED TO:	CONNECT

Introduction

The Trust Board and Local Governing Bodies recognise the valuable contribution that the wide range of additional activities, clubs and residential experiences can make towards pupils' education.

The purpose of this policy is to establish the policy and process for a fair and consistent system of charging for school-related activities. It will be reviewed by the Trust Finance Estates and Operations Committee on behalf of academy Local Governing Bodies in accordance with the agreed schedule and in the event of any changes in the relevant statutory provisions or guidance.

School charging

A school **may not charge** for the following:

- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum or part of the specification for 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, with some limited exceptions.
- Entry for a prescribed public examination, if the pupil has been prepared for it at school.
- Examination resit(s) if the pupil has been prepared for the resit(s) at school. However, if a pupil fails, without good reason, to meet the examination requirement for a syllabus, the fee can be recovered.

A school **may levy a charge** for the following optional activities:

- The full cost of activities which take place wholly or mainly outside school hours but which are not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education.
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.

- The full costs of entering a student for a public examination where the student has not been prepared by the school for the examination.
- Where a pupil, at the request of parents, re-sits an examination.
- Where parents request for examination papers to be remarked, where this is permitted.

Music Tuition

Tuition to support music **can be charged** where the provision of tuition in singing or playing a musical instrument during school hours (whether provided individually or to a group of two or more pupils) is made at the request of the pupil's parent. For music tuition provided outside of school hours, see above.

Music tuition **cannot be charged** for when:

1. Tuition is provided following a duty imposed by section 88 of the Education Act 2002 (implementation of National Curriculum for England), or
2. Education is provided to a class of pupils in Key Stage 2, which follows the DfE's policy "Instrumental and Vocal Tuition at KS2" (to enable pupils to decide if they wish to receive further music tuition);
3. The pupil meets the definition of a Looked After Child.

Other activities where charges may be levied

In practical subjects, parents may be asked for the full or partial cost of materials or ingredients, where they have indicated in advance that they wish to own the finished product.

Schools may charge parents for additional revision materials, sourced by the school on behalf of parents and pupils but sold at cost only and where such a purchase is not deemed to be compulsory or in any way detrimental to those not purchasing such materials.

Residential visits

Although schools cannot charge for education provided on any visit that takes place during school hours or on any visit that takes place outside of school hours if it is part of the national curriculum, part of a public examination syllabus or part of religious education, they can charge for board and lodging.

The charge may not exceed the actual cost. For pupils taking part in an exchange, schools may charge for any significant administrative costs related to such activity as ensuring compliance with safeguarding requirements.

As noted in the remissions policy below, pupils who are eligible for free school meals are exempt from paying these costs.

Voluntary Contributions

Voluntary contributions may be requested for the benefit of the school or any school activities. All activities offered during school hours will be made available to all

students, regardless of the ability or willingness of their parent or carer to make contributions. If an activity cannot be funded without voluntary contributions this should be made clear at the outset along with the statement that there is no obligation to make any contribution. If a parent is unwilling or unable to pay their child will still be given an equal chance to participate.

Where contributions are sought from parents for trips and activities, the following statement must be used in communications about the activity:

“There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to pupils. In this case the school may ask for voluntary contributions. No pupil will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.”

Schools may also ask for voluntary contributions towards the following:

- The costs of consumable materials that are used during a course of study.
- The cost of transport for sport fixtures.
- The provision of one-to-one devices.

If the school requests voluntary contributions for these purposes the statement should read:

“Contributions are voluntary and no student will be treated differently according to whether or not their parents have made any contribution in response to this or any other request.”

Remission of Charges

A Local Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, those in receipt of certain benefits giving rise to free school meal eligibility or in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the headteacher in consultation with the Chair of Governors.

Residential board and lodging

Pupils who are eligible for free school meals are exempt from any charge for residential board and lodging. The list of benefits providing eligibility can be found here: <https://www.gov.uk/apply-free-school-meals>. Parents are encouraged to claim free school meal entitlement if claiming income support or income based job seekers allowance.

The headteacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Music Tuition

The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public

examination or is required by the National Curriculum. There may be occasions where two or three students receive additional music lessons together at a reduced cost.

No charge will be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989).

Visit refunds

The finance team regularly review trip balances to ensure timely identification of any likely surpluses and deficits. In the event that a trip has a final balance which, after deducting any applicable refund fees, equates to a surplus in excess of £10 per pupil, the excess will be refunded.

Surpluses below this are retained for the purposes of creating a hardship fund for school students and for supporting other student-focussed school activities.