Charging & Remissions Policy

Date Agreed:	**Sep 2026**
Review Date:	**Oct 2027**
Type of Policy:	**DCAT Statutory Policy**

Revision Number	Date Issued	Prepared by	Approved	Comments
5	September 2025	HE	F&R Committee	Updated in line with Key model policy & added section on damages
4	September 2025		A&R Committee	Checked by HE/JH against the Key model policy
3	October 2024	A&R Committee	A&R Committee	Checked by HE/JH against the Key model policy
2	September 2023	Checked by HE/JH against the Key model policy	A&R Committee	
1	September 2022	Taken from The Key JS	LGB	New policy – to be personalised by schools

Type of Policy	*Tick* ✓
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	

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Introduction

Our **vision** for our Trust is we exist to:

> ***Help every child achieve their God-given potential***

Our **aims** are clear. We aim to be a Trust in which:

> **D**eveloping the whole child means pupils achieve and maximise their potential
> **C**ontinued development of staff is valued and improves education for young people
> **A**ll schools are improving and perform above national expectations
> **T**he distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

> **Aspiration**
> I can do all things through Christ who strengthens me
> (Philippians 4 vs 13).
>
> **Wisdom**
> Listen to advice and accept discipline, and at the end you will be counted among the wise
> (Proverbs 19 vs 20)
>
> **Respect**
> So in everything do to others what you would have them do to you
> (Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

[Schools are able to add their own school vision and aims here if they wish]

1. Policy aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

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

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy also incorporates The Charges for Music Tuition (England) Regulations 2007

3. Definitions

- **Charge**: a fee payable for specifically defined activities
- **Remission**: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

Amend this section to reflect your own context.

4.1 Governance

The Trust Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The school has overall responsibility for monitoring the implementation of this policy.

4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided 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
- 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the LGB or local authority 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 visit

5.3 Residential visits

- 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
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education

- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities (for example, holiday childcare or swimming pool sessions)
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge 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 a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Examination entry fee(s) if the registered 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 or LGB has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may 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 (including 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

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but 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 cannot include the cost of alternative provision for those pupils who do not wish to participate.

Any charge will not include the cost of supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Parental agreement to participation in the optional extra, and a willingness to meet the charges, is necessary for the provision of an optional extra that is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Where a residential visit forms part of the National Curriculum, we will not exclude a pupil because their parent or carer cannot, or refuses to, pay or make a contribution to the board and lodging charge. We will consider if the costs can be covered from within the budget or by fundraising, and seek to reach an agreement with the parent/carer so that the pupil can still take part. In some cases, it may be necessary to cancel the visit.

When we inform parents/carers about a forthcoming visit, we will make it clear that parents/carers who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

Insert activities your school may ask for voluntary contributions for, e.g. school trips, sports activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

All pupils will have an equal chance to participate in an activity or visit regardless of whether their parents or carers contribute.

Our procedures for allocating places on school visits will be set out clearly to parents/carers.

When requesting voluntary contributions we will make it clear to parents/carers at the outset if the activity cannot be funded without voluntary contributions. We will also make it clear that contributions are not compulsory. We will not send communications when requesting contributions in a way that may make parents/carers feel pressured to pay, for example by sending colour-coded letters or direct debit or standing order mandates

If the school is unable to raise enough funds for an activity or visit, and it cannot be funded from other sources, then it will be cancelled. This will be made clear to parents/carers.

8. Activities we charge for

The school will charge for the following activities:
Insert activities that your school charges for, e.g. breakfast, after-school and sports clubs.
For each activity, explain how the charge is calculated. For example, does the charge include transport, building or insurance costs?
For regular activities, the charges for each activity will be determined by the LGB and reviewed in [month] each year. Parents/carers will be informed of the charges for the coming year in [month] each year.

9. Damage, loss or non-return of school property

The school may seek to recover the cost of replacing or repairing school property, equipment, books, resources or facilities where loss, damage or non-return has resulted from a pupil's or parent/carer's deliberate, negligent or unreasonable action. Any charge will be limited to the actual cost of repair or replacement and will be considered on a case-by-case basis, taking account of the circumstances and the school's approach to supporting families.

10. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the LGB and will depend on the activity in question.

10.1 Remissions 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:

- Universal Credit (regardless of annual net income)
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Insert details of any other circumstances in which your school will remit (wholly or partly) any charge that would otherwise be payable.

Children eligible for free school meals (FSM), including under the expanded criteria from September 2026, will also be eligible to have the cost of board and lodging remitted on

residential visits. This includes parents/carers whose child is already known to the school to be currently eligible for FSM.

Parents/carers who have no recourse to public funds (NRPF) may be able to receive FSM for their child, subject to maximum income thresholds. Where this is the case, they will also be exempt from paying the cost of board and lodging for residential visits.

Where a pupil becomes newly eligible for FSM after their parent/carer has already paid for board and lodging on a residential visit, we will refund the amount paid provided their child's entitlement is in effect before the visit takes place.

11. Monitoring arrangements

The [staff member role] monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by DCAT every year.

At every review, the policy will be approved by the Trust Board.