CHARGING & REMISSIONS POLICY

Approval Date	October 2026
Policy owner	Director of Finance
Policy model	Compliance: all RSAT schools to use this policy
Review Date	Autumn 2027
Regulatory Requirements Met	Sections 449-462 of “The Education Act 1996”

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1.0 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 be made.

2.0 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 449-462 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.

This policy complies with our funding agreement and articles of association.

3.0 Definitions

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

4.0 Roles and Responsibilities

4.1 The Trust Board

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 Finance Committee has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers

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

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions policy.

5.0 What charges cannot be made

Below sets out what the Trust **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
- 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 Governing Board 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit.

6.0 What Charges Can be Made

Below sets out what the Trust **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her 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
- 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

It is possible 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 Governing Board 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 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.

Parental agreement is necessary for the provision of an optional extra which 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.

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

7.0 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 to fund activities during school hours which would not otherwise be possible.

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.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8.0 Remissions

In order to remove financial barriers from disadvantaged pupils, the MAT has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived. This will be at the discretion of the governing board and will depend on the activity in question.

8.1 Remissions for Residential Visits

Parents 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:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Universal Credit, the family's income must be less than £22,034 per year

Additional categories of parents may claim help with some costs in the following circumstances:

- Specific individual circumstances that have caused temporary hardship
- Recently moved into hardship but not yet receiving the benefits mentioned above
- Made a specific request to the Headteacher for any other justifiablereason. The remission is at the Headteacher's discretion in these circumstances based on any evidence provided

9. Monitoring Arrangements

The Executive Business Manager will monitor the applied charges and remissions, and will ensure these comply with this policy.

This policy will be reviewed by the Director of Finance and the Trust will approve all charging policies annually.

Policy History

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
January 2022	Updated template. Addition of “Regulatory Requirements Met” on cover page	Finance	February 2022	Spring 2023
February 2021	New policy implemented	Finance	V1-February 2021	February 2022
May 2023	Updated dates and changed reference to FD	Finance	February 2022 version maintained no new approval requested	May 2024
October 2024	No substantive changes other than rates on Remission for Residential Visits.	Finance	October 2024	Autumn 2025
October 2025	No substantive changes other than rates on Remission for Residential Visits.	Finance	October 2025	Autumn 2026
October 2026	No substantive changes other than rates on Remission for Residential Visits.	Finance	October 2026	Autumn 2027