




Charging and Remissions Policy

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Related Policies, regulations and Guidance Documents	Education Act 1996 Charging for school activities statutory policies for schools and academy trusts
Annexes and Supplementary Info	
Responsible Person Signature	

Version Control Sheet

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V1	July 2021	JH/AO/LG	Initial document
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V3	March 2022	JK Interim Headteacher	Changed on to generic template and upload to new website
V4	March 2023	M McRae Headteacher	Links attached
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V6	March 2025	M McRae	Changes to charges and remission guidance
V7	March 2026	M McRae	Change to trip voluntary contributions

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1. 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. Statutory requirements

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 complies with our funding agreement and articles of association.

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

4.1 The trustee board

The trustee 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 trustee board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the School Business Manager.

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. 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
 - 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

- School meals are provided for pupils if they wish to have them. Alternatively, parents can provide a packed lunch for their child at their own cost.
- Each year pupils will be provided with a school coat, a minimum of 3 sweatshirts and 3 school polo shirts.

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

6. Where charges can be made

The Trustees have agreed to the following:

- Residential visits -no charge
- The cost of activities deemed to be optional extras taking place outside school hours or the local area. Such activities might include visits to the theatre, visits to museums,
- Lost or damaged items of school property - Parents/carers may be asked to contribute towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/textbooks.
- The leadership team does not wish any pupil to be denied educational opportunity because of lack of funds. There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. The leadership team will consider the remit of all or part of the charges for any activities deemed appropriate as part of an extended curriculum. In some circumstances, it may be possible to access funding from external sources that enables learners to access visits that enhance the curriculum. NB - If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

6.1 Freedom of Information

Freedom of Information Publication Scheme

The school's Publication Scheme has been developed from the Information Commissioner's Office template documents. It is the school's aim to ensure that the publication of information is accessible for individuals. Much of the information listed is routinely published on individual school websites and in their individual prospectuses.

The Publication Scheme and the material it covers will be readily available in hard copy from the school, depending on the source of the information.

Schedule of charges under Freedom of Information Publication Scheme.

Type of Charge Description Basis of charge

Disbursement cost Photocopying/Printing @ 10p per sheet Actual cost 10p

Photocopying/Printing @ 50p per sheet Actual cost 50p

Postage Actual cost of Royal Mail standard second class

Where the cost of postage, printing or photocopying is below £10.00, we will not make a charge.

Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.

Before we produce the information, we shall inform you of the total cost. You may wish to refine the request to reduce the cost and we would be happy to discuss this with

7. Voluntary contributions

On some trips e.g seaside or residential, parents may be invited to provide their child with a small amount of spending money-this will be at their discretion.

8. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 7 of this policy. This will be at the discretion of the trustee board and will depend on the activity in question.

10. Monitoring arrangements

The Headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the trustee board.