



Charging and Remissions Policy

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EJOH	Trustees	Ratified	December 2025	December 2026

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Statement of intent

Caistor Yarborough Academy is committed to the principle of free education and to ensuring equality of access to educational opportunities for all pupils, regardless of financial circumstances. This policy sets out the circumstances in which charges may be made for activities and the arrangements for remissions, ensuring that no pupil is disadvantaged or excluded because of an inability or unwillingness to pay.

The Academy is committed to complying fully with its statutory duties under the Education Act 1996 and related regulations, the Department for Education's statutory guidance on charging for school activities, and the Academy Trust Handbook (current edition). All decisions relating to charging and remissions will be made in accordance with the principles of regularity, propriety, value for money, transparency, and equality of access.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996 (sections 449–462)
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Equality Act 2010
- Freedom of Information Act 2000
- Department for Education: *Charging for school activities* (current statutory guidance)
- The trust's Funding Agreement
- Education and Skills Funding Agency: *Academy Trust Handbook* (current edition)

This policy operates in conjunction with the following school policies:

- Finance Policy
- Complaints Procedure
- Debt Recovery Policy

2. Charging for education

The Academy will not charge for:

- Admission applications.
- Education provided during school hours, including the supply of materials, books, instruments, or equipment
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination for which the pupil is being prepared by the Academy, or part of religious education
- Instrumental or vocal tuition that forms an essential part of the national curriculum or a prescribed public examination syllabus
- Entry for a prescribed public examination where the pupil has been prepared for that examination by the Academy
- Examination re-sits where the pupil is being prepared for the re-sit by the Academy

The Academy may charge for:

- Materials, books, instruments or equipment where parents wish their child to own them
- Optional extras, as defined in this policy
- Instrumental or vocal tuition provided at the request of parents, where it does not form part of the curriculum or an examination syllabus
- The use of Academy facilities for community or commercial activities
- The provision of information in accordance with Freedom of Information legislation

3. Optional extras

Charges may be made for optional extras, which are defined as activities that take place wholly or mainly outside school hours and are not part of the national curriculum, a prescribed examination syllabus, or religious education

- Certain educational activities provided outside school hours
- Examination entry fees where the pupil has not been prepared for the examination by the Academy
- Board and lodging on residential visits
- Extended day services such as breakfast clubs or after-school provision

When calculating the cost of an optional extra, charges may include the proportionate cost of:

- Materials, books, instruments, or equipment
- Buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under a separate contract to provide the optional extra
- Insurance and administration

The Academy will not charge more than the actual cost of providing the optional extra divided by the number of participating pupils. Participation in optional extras is a matter of parental choice and willingness to pay, and no subsidy will be recovered from parents whose children do not participate

4. Examination fees and resits

The Academy may charge examination fees where:

- The pupil has not been prepared for the examination by the Academy
- The examination is not a prescribed public examination
- A pupil fails, without good reason, to complete the requirements of an examination for which the Academy paid the entry fee

Requests for re-marking of examination papers will be charged to parents unless the awarding body subsequently amends the grade, in which case any refunded fee will be passed on to the parent.

5. Voluntary contributions

The Academy may invite parents to make voluntary contributions towards the cost of activities or visits. Any request for a voluntary contribution will make it clear that there is no obligation to contribute and that pupils will not be treated differently according to whether a contribution is made.

If an activity cannot proceed without voluntary contributions, this will be communicated clearly in advance. Where insufficient contributions are received and no alternative funding is available, the activity may be cancelled.

6. Music tuition

Charges may be made for instrumental or vocal music tuition provided individually or in groups where the tuition is provided at the request of parents and does not form part of the national curriculum or a prescribed examination syllabus.

Charges will not exceed the cost of providing the tuition. No charge will be made for pupils who are looked after by the local authority.

7. Transport

The Academy will not charge for:

- Transport where the local authority has a statutory duty to provide it
- Transport to other premises where pupils are receiving education arranged by the Academy or local authority
- Transport to examinations where the pupil has been prepared for the examination by the Academy
- Transport provided as part of an educational visit

8. Education partly during school hours

Activities will be deemed to take place during school hours if 50% or more of the time spent on the activity occurs during school hours, including travel time where travel takes place during school hours. No charge will be made for such activities.

Where less than 50% of the activity occurs during school hours, charges may be made unless the activity forms part of the national curriculum, a prescribed examination syllabus, or religious education.

9. Residential visits

The Academy will not charge for the educational element of residential visits that form part of the curriculum or a prescribed examination syllabus. Charges may be made for board and lodging, which will not exceed the actual cost.

Parents will be entitled to full remission of board and lodging costs where they are in receipt of qualifying benefits in line with statutory guidance.

10. Damaged or lost items

The Academy may seek to recover the cost of replacing items that are damaged or lost as a result of deliberate damage or negligence. Charges will not exceed the cost of repair or

replacement, and the Academy may waive charges in cases of financial hardship or other exceptional circumstances.

11. Remissions

The Academy will endeavour to maintain a fund to support pupils whose parents experience financial difficulty. Requests for assistance will be considered on an individual basis, having regard to family circumstances, available funds, and the need to ensure fair and equitable access to activities.

No pupil will be excluded from an activity because of financial hardship. Decisions relating to remissions will be made in accordance with this policy and the Academy's financial regulations.

12. Refunds

Decisions regarding refunds will be made fairly, transparently and consistently, in accordance with the principles of regularity, propriety and value for money set out in the Academy Trust Handbook.

Refund decisions will take into account:

- The reason for cancellation
- Costs already incurred by the Academy
- Whether reimbursement has been received from third-party providers

No pupil will be denied access to future activities on the basis of previous cancellations or refunds.

13. Income generation

Where the Academy provides chargeable services or facilities, fees will be set to recover full costs and, where appropriate, generate a surplus in accordance with the Academy Trust Handbook and the Academy's financial regulations.

14. Monitoring and review

This policy will be reviewed annually by the Governing Board to ensure continued compliance with statutory requirements, the Academy Trust Handbook (current edition), and Trust financial regulations. Any changes will be formally approved and published.