Education Learning Trust Multi Academy Trust

Charging and Remissions Policy

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Revision History

Date	Document Version	Document Revision History	Policy Owner / Reviser	Document Approver
Autumn 2025	New Policy V1.0	Old policy no longer in use. New policy devised.	Trust Executive Team	Autumn 2025
Autumn 2026	1.1	Annual Review – no changes	Trust Executive Team	Trust Board 22/10/2026

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1 Introduction

1.1 Education Learning Trust (ELT) is committed to promoting equality of access to educational opportunities for all pupils.

1.2 This policy sets out the principles governing the application of charges and the provision of remissions, ensuring a consistent and transparent approach across the Trust while recognising the financial limits of individual school budgets.

1.3 It further defines the circumstances under which voluntary contributions may be requested, the basis on which any charges are calculated, and the criteria used to determine eligibility for financial assistance.

2 Legislation and guidance

2.1 This policy is informed by guidance from the Department for Education (DfE) on charging for school activities and by the Education Act 1996. Sections 449 to 462 of the Act define the legal framework for charging for school activities in England, and schools are required to comply with these provisions through their funding agreements.

3 Definitions

3.1 Charge: a fee payable for a clearly defined activity.

3.2 Remission: the cancellation or reduction of a charge which would normally be payable.

3.3 Optional extra: an activity provided outside school hours that does not form part of the national curriculum, a prescribed public examination syllabus, or religious education.

4 Roles and Responsibilities

4.1 The Trust Board holds ultimate accountability for the approval of the Charging and Remissions Policy and for overseeing its effective implementation.

4.2 Headteachers are responsible for ensuring that all staff are aware of, understand, and apply the Charging and Remissions Policy in a consistent manner across the school.

4.3 All staff are required to:

- apply the Charging and Remissions Policy fairly and consistently
- refer any queries or exceptional circumstances to the Headteacher where there is uncertainty regarding the application of the policy
- appropriate training will be provided to staff to support the effective implementation of this policy

4.4 Parents and carers are expected to raise any questions or concerns relating to the Charging and Remissions Policy with school staff or the Headteachers in a timely manner.

5 Activities Exempt from Charging

5.1 ELT does not impose charges for the following:

- admission to any school within the Trust
- provision of education during the school day, including teaching, learning resources, books, equipment and musical instruments
- no charge will be made for transport where there is a statutory duty to provide it, or where transport is required solely to enable access to education arranged by the Trust
- educational provision delivered outside normal school hours where it forms part of the National Curriculum, an examination syllabus for an approved public qualification for which the student is being prepared by the school, or religious education
- instrumental and vocal tuition provided either individually or in groups, unless the tuition is delivered at the specific request of a parent or carer
- entry to approved public examinations, including any re-sit attempts, where preparation for the examination has been provided by the school

6 School Hours and Financial Viability

6.1 Where a charge applies, ELT reserves the right to withdraw or cancel an activity if insufficient parental contributions are received to make the activity financially viable.

6.2 For the purposes of charging, school hours are those hours when school is in session, in line with Department for Education guidance. Where an activity takes place partly during and partly outside school hours, the proportion of time spent during school hours (including travel time where relevant) will be used to determine whether a charge may be made.

7 Activities and Services for Which Charges May Apply

7.1 ELT may request payment for the following categories of provision:

- optional activities and services provided outside the statutory curriculum (see 7.2)
- materials, resources and equipment where parents or carers wish their child to retain ownership (see 7.7)
- music, instrumental and vocal tuition in specific circumstances (see 7.10)
- replacement or repair of lost or damaged school property
- specified early years provision
- use of school facilities for community purposes

7.2 **Optional Activities** - charges may be made for activities classified as optional. These include:

7.2.1 Educational activities taking place outside the school day that do not form part of:

- the National Curriculum

    - an approved public examination syllabus for which the student is being prepared by the school
    - religious education
- examination re-sits where the student has not been prepared for the re-sit by the school, or where the student fails without good reason to meet the requirements of the examination syllabus and the school has incurred a cost
- transport arrangements other than those required to convey pupils to school or to alternative premises arranged for the delivery of education
- board and lodging costs associated with residential visits
- extended school services, such as breakfast clubs, after-school provision, and supervised study sessions

7.2.2 When determining the cost of an optional activity, charges may include:

- materials, books, instruments, or equipment used
- accommodation and facilities costs
- staff costs including teaching staff employed specifically to deliver an activity, including specialist or supply staff
- an appropriate proportion of staffing costs for music or vocal tuition where this is provided as an optional activity

7.2.3 Charges will be calculated by dividing the total cost of the activity equally between participating pupils. No charge will exceed the actual cost of provision, nor will it include a subsidy for pupils whose parents or carers choose not to participate. A small administrative fee may be added to cover transaction processing costs.

7.2.4 Participation in optional activities is voluntary and dependent upon parental contributions to meet the stated costs.

7.3 Materials, Resources and Equipment

7.3.1 Parents and carers may be asked to contribute towards the cost of materials where pupils wish to keep the finished product. This may include, for example, ingredients or materials used in subjects such as food technology, design technology or art.

7.3.2 Charges may also apply where parents or carers choose to purchase items such as revision guides, textbooks, or musical instruments for their child's personal use.

7.4 Music and Vocal Tuition

7.4.1 While education delivered during school hours is generally provided free of charge, instrumental and vocal tuition is permitted to be charged in certain circumstances. Charges may be applied for individual or group tuition where the teaching does not form a required element of the National Curriculum or an approved public examination syllabus being followed by the student.

7.5 Residential visits

7.5.1 Charges for residential visits may also include the cost of activities and transport that form an integral part of the visit, provided these do not exceed the actual cost of provision.

7.6 Damage, Loss and Replacement Costs

7.6.1 Charges may be applied where school buildings, fixtures, resources, or equipment are damaged, lost, or deliberately misused. This includes damage to the school premises, such as a damaged door, as well as the loss, defacement, or breakage of books and learning equipment.

7.6.2 Where damage or loss results from careless, unacceptable, or irresponsible behaviour by a student, parents or carers may be asked to meet the cost of repair or replacement. Any such charges will be considered on a case-by-case basis and may be reduced or waived where it is judged appropriate for educational or pastoral reasons, including circumstances where a student takes responsibility for their actions.

8 Voluntary contributions

8.1 ELT may request voluntary contributions from parents and carers to support educational activities, trips, or additional school resources that could not otherwise be provided.

8.2 There is no obligation to contribute, and no pupil will be excluded from any activity due to non-payment.

8.3 If insufficient contributions are received to cover the cost of an activity or visit, the activity may be cancelled.

9 Education partly during school hours

9.1 Where an activity takes place partly during and partly outside school hours, it will be deemed to take place during school hours if 50% or more of the time, including travel, occurs during school hours and no charge may be made.

9.2 For instance, a local museum visit that requires travel before and after the school day but where the main learning activities occur during normal school hours would be considered part of the school day and would not incur a charge. In contrast, a theatre performance that starts shortly after the end of the school day and continues into the evening would be treated as taking place outside school hours, and a charge may be applied.

10 Third-Party Activities

10.1 Activities Arranged Independently

10.1.1 When an external organisation arranges an activity during school hours independently of the school, parents who wish their children to participate may be charged directly by the organisation. In such cases, parents must seek permission from the school for their child to be absent.

10.2 School-Approved Third-Party Activities

10.2.1 If a third-party activity is:

- approved by the school
- educational in nature, or
- supervised by a person authorised by the school

10.3 It will be treated as a school-provided activity. In these instances, no charge should be made to parents or pupils.

10.4 Activities of this nature that take place off school premises are considered "approved educational activities" under Regulation 4A(a) of the Education (Pupil Registration) Regulations 1995 (as amended).

11 Remissions

11.1 Where school budgets allow, and at the discretion of the school, a contribution may be made towards the cost of essential support, equipment, or activities for pupils who are eligible for free school meals. Information about any such financial assistance or remission arrangements will be clearly communicated to parents and carers when charges for individual activities are notified.

11.2 The full cost of board and lodging on a compulsory residential trip will be waived for any student whose parents or carers can provide evidence that they are in receipt of the following benefits:

- 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
- child tax credit (providing that they do not also receive Working Tax Credit and the family's income, as assessed by HMRC, does not exceed the government limit;
- working tax credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)
- universal credit providing that your household income, as assessed by HMRC, does not exceed the government limit

12 Monitoring and review

12.1 This policy will be monitored by the Trust Board and reviewed annually.