



# Charges & Remissions Policy

**2025-26**

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<b>Approved by:</b>	A James
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## 1. POLICY OVERVIEW

### 1.1. VERSION CONTROL & CHANGES

Date	Description of Change	Owner
July 2025	Conversion of document into KET policy template – minor presentational changes.	Jenny Jones

### 1.2. PURPOSE

The purpose of this policy is to ensure the charging of optional and additional activities is consistent, transparent and fair.

The Key Educational Trust ('KET') and Trust Board recognise the valuable contribution that a wide range of supplementary/ extra-curricular activities, including clubs, trips, and residential experiences, can make towards pupils' personal and social education. The Trust aims to promote and provide activities both as part of a broad and balanced curriculum and those supplementary to it for all pupils taught within the Trust.

While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils within its funding remit, the Trust Board reserves the right to make a charge for certain activities organised by the school from time to time.

### 1.3. SCOPE

This procedure applies to all academies within the Trust.

### 1.4 REVIEW & OWNERSHIP

This is an internal policy is owned by the central finance team and subject to approval by the Trust Board. It is the intention of the Trust to review this policy within its ongoing biennial review timetable, unless material changes warrant a more timely update. It is not to be redistributed externally without express permission of the Trust Leadership Team.

## 2. KEY TERMS & RESPONSIBILITIES

### 2.1 DEFINITIONS

- **Parent/carer:** Those responsible for the care of the pupil.
- **Local Governing Committee:** Reports to the Trust Board, has delegated authority at school level.

### 2.2 RESPONSIBILITIES

- **Chief Executive Officer ('CEO'):** Ultimate responsibility and accounting officer.
- **Trust Business Manager ('TBM'):** Responsible for reporting to the Trust Board by exception deviations from policy.
- **Leading Teacher/Budget Holder:** Responsible for the costing of the activity or trip, ensuring value for money and charging only what is appropriate.
- **Central Finance Team:** Verifies budget availability and costings.

## 3 POLICY DETAILS

### 3.1 CHARGING FOR OPTIONAL EXTRAS

Each school endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost and asked to contribute. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made.

Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity. Charges may include an appropriate element of the pupils' travel cost;

- the pupils' board and lodging cost;
- materials, books, instruments, and other equipment;
- extra staff costs;
- entrance fees to museums, castles, theatres etc;
- insurance costs; and
- ParentPay fees.

### 3.2 CHARGING FOR RESIDENTIAL ACTIVITIES

If the activity is during school hours, charges will be made for the board and lodging element of such activities, and parents/carers will be asked to make a voluntary contribution towards travel expenses and entrance fees etc.

Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other cost will be covered by the charge.

### 3.3 MATERIALS, EQUIPMENT & INGREDIENTS

The Trust Board reserves the right to ask for a voluntary contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours, for example during design and food technology lessons for pupils.

### 3.4 MEALS

Children in Key Stage 1 are entitled to free school meals. Children in Key Stages 2 and 3, unless entitled to remissions are required to pay for school meals. The meal cost is determined by our catering service provider and will be communicated to parents at the beginning of each academic year or where the provider makes changes.

A school meal consists of a main meal, dessert and water/juice. The dining centre at Christ Church Academy ('CCA') sells a number of additional snacks and bottled drinks for an additional charge. Dinners are paid for via ParentPay.

The dining centre at CCA offers a range of breakfast snacks for purchase at morning breaktime. Any items purchased will be charged via ParentPay.

### 3.5 MUSIC TUITION

There is a charge for tuition in the playing of a musical instrument, unless it is required by the National Curriculum. Free school meal children at CCA are entitled to a 50% discount in music tuition for one instrument per year. The charge for music tuition will be reviewed each year in line with costs to provide the tuition. The cost will be notified to parents in advance of the school term and is payable in advance of tuition being provided.

### 3.6 REMISSIONS

Parents/carers may apply for remission of charges in whole or part, towards the charges for activities. This is available on a case by case basis. The Local Governing Committee of each school may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made.

In these instances, they can also apply to the PTFA for a donation towards the cost. When arranging a chargeable activity, the Local Governing Committee will invite parents/carers to apply in confidence for the remission of charges in part or in full.

Children whose parents are in receipt of the following support payments (subject to change in line with government banding changes) will, in addition to having a free school lunch entitlement, also be entitled to the remission of a proportion of charges for board and lodging costs during residential school trips, (Outdoor Education) and music instrumental tuition:

- Income Support
- Income Based Job Seekers Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income.
- Income Related Employment and Support Allowance. Please note the 'new style' employment and support allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Eligible for Child Tax Credit but not Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. Please note: anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify.
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4-week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time).
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

### 3.7 CLUBS

There are a number of paid for clubs available to children across the schools within the Trust. Prices for each club are provided to parents at the time of booking and are payable upon booking.

### 3.8 COMMUNITY USERS

Each school may arrange to let its premises and facilities to members of the local community, such as other organisations within the Local Authority, businesses, charities and sports clubs – this is to be carried out in accordance with the Lettings Policy.

### 3.9 GENERAL

The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence. Charges will be levied based on cost of repair/replacement.

For CCA pupils, the replacement of lost or unreturned locker keys is £5.00 per key. This is an additional charge to the returnable locker key deposit payable when joining the school.

Each school does not accept any responsibility for the loss or damage of any personal possessions.

The Local Governing Committee may from time to time amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Local Governing Committee from inviting parents/carers to make a voluntary contribution towards the cost of providing education for pupils.

Subject Access Requests will normally not incur any costs. Requests will only be charged if it is manifestly unfounded or excessive, or if an individual requests further copies of data already provided. In line with ICO guidelines, any fee charged

will be for the administrative costs of complying with a request and will be dependent on the request. Fees will be made explicit to the requester before any work to respond is undertaken.

A school shop selling a number of stationery and other items is available to pupils attending CCA. The school shop is open at morning break time and is based in the finance office.

#### 4 MONITORING & REPORTING

Monitoring is carried out at operational, local levels such as individual trip costings. The TBM/finance will challenge trip/activity costs to ensure adherence to policy and value for money, reporting to the Trust Board by exception.

#### 5 COMPLIANCE

Adherence to this policy should also be carried out in accordance with the Scheme of Delegation, Lettings Policy and Bad Debt policy. Trust Board directors, auditors and others with a relevant interest are welcome to review documentation as part of Finance's "open door" approach.