

Document Title	Charging and Remissions Policy
Author/Owner (Name and Title)	Chief Finance Officer
Version Number	V1
Date Approved	12 August 2026
Approved By	Finance Audit and Risk Committee

Policy Category (Please Indicate)	1	Trust/Academies to use without amendment
	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)

Summary of Changes from Previous Version

Version	Date	Author	Note/Summary of Revisions
V1	June 2026	Exec	New Policy

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1. INTRODUCTION

Place Partnership recognises the significant contribution that educational visits, residential experiences, extracurricular activities, music tuition and other enrichment opportunities make to pupils' educational achievement, personal development and wellbeing. The Trust is committed to ensuring that all pupils have access to a broad, balanced and enriching curriculum whilst maintaining compliance with statutory requirements relating to charging for school activities.

The Trust acknowledges that educational opportunities should be available to all pupils regardless of financial circumstances and will seek to minimise barriers to participation wherever possible. At the same time, the Trust reserves the right to recover costs where legislation permits charging and where it is necessary to ensure the sustainability of activities and services provided beyond the core curriculum.

2. AIMS

The aims of this policy are to provide a clear framework for charging and remissions across the Trust, ensure consistency of practice across all Academies, comply with current legislation and Department for Education guidance, and enable Academies to continue offering a wide range of educational and enrichment opportunities. The policy also seeks to ensure that support is available for families experiencing financial hardship and that no pupil is unfairly disadvantaged as a result of their family's inability to contribute towards the cost of an activity.

3. LEGISLATIVE FRAMEWORK

This policy is based on the provisions of the Education Act 1996, sections 449 to 462, Department for Education guidance on Charging for School Activities and the requirements contained within Academy funding agreements. Academies within the Trust are required to comply with these statutory provisions when determining whether charges can or cannot be made.

4. ROLES AND RESPONSIBILITIES

TRUST BOARD

The Board of Trustees has overall responsibility for approving this policy and monitoring its implementation across the Trust. Trustees will ensure that the policy remains compliant with legislation and reflects the Trust's commitment to equitable access to educational opportunities.

CHIEF EXECUTIVE OFFICER / CHIEF FINANCE OFFICER

The Chief Executive Officer and Chief Finance Officer are responsible for overseeing the application of the policy across all Academies and ensuring consistency in its implementation. They will also ensure that the policy is reviewed regularly and updated in line with changes in legislation or guidance.

PRINCIPALS

Principals are responsible for implementing the policy within their Academy, authorising appropriate charges and remissions, and ensuring that staff and parents understand the arrangements in place. Staff are responsible for applying the provisions of this policy consistently and seeking guidance where uncertainty exists. Parents and carers are encouraged to raise any questions regarding charges or remissions directly with their Academy.

5. ACTIVITIES FOR WHICH CHARGES CANNOT BE MADE

The Trust will not charge for admission to any Academy within the Trust. No charge will be made for education provided during normal Academy hours, including the provision of materials, books, instruments or equipment required as part of the curriculum. Education provided outside Academy hours will also be free where it forms part of the National Curriculum, forms part of a prescribed public examination syllabus for which the pupil is being prepared by the Academy, or constitutes religious education.

No charge will be made for instrumental or vocal tuition that forms part of the National Curriculum, is delivered under the First Access programme, or is provided to Looked After Children. Similarly, the Trust will not charge for entry to prescribed public examinations where pupils have been prepared for those examinations at the Academy, nor for examination resits where continuing preparation is provided by the Academy.

The Trust will not charge for transport where the Local Authority has a statutory duty to provide transport, where pupils are being transported to alternative educational provision arranged by the Trust or Local Authority, where transport is required to enable a pupil to meet examination requirements, or where legislation prohibits charging for transport associated with educational visits.

Education provided during residential visits which takes place during Academy hours, or which forms part of the National Curriculum, religious education or a prescribed examination syllabus, will also be provided free of charge.

6. ACTIVITIES FOR WHICH CHARGES MAY BE MADE

The Trust reserves the right to charge for optional extras and services that fall outside the statutory entitlement to free education. Charges may be made for educational activities that take place wholly or mainly outside Academy hours and which do not form part of the National Curriculum, religious education or a public examination syllabus. Charges may also be made for breakfast clubs, after-school clubs, holiday provision, extracurricular activities, community activities and leisure services where additional costs are incurred.

When calculating charges, Academies will ensure that no pupil is subsidising another participant and that the charge does not exceed the actual cost of providing the activity. Charges may include staffing costs, venue hire, transport, accommodation, insurance, equipment, materials and other directly attributable expenses.

EDUCATIONAL VISITS

Educational visits form an important part of the curriculum and wider educational experience offered by the Trust. Where visits take place wholly or mainly during Academy hours, the Trust may request voluntary contributions from parents and carers. However, there is no obligation to contribute and no pupil will be excluded from participation because their parents are unwilling or unable to make a contribution. Where insufficient voluntary contributions are received, the Academy may determine that the visit is no longer financially viable and may cancel the activity.

Where a visit constitutes an optional extra, falls wholly or mainly outside Academy hours and does not form part of statutory educational provision, parents and carers may be charged the full cost of participation. Insurance costs associated with a visit may also be included within the charge.

RESIDENTIAL VISITS

The Trust may charge for board and lodging associated with residential visits and may charge the full cost of residential activities that are classified as optional extras. Any charge made will not exceed the actual cost incurred by the Academy.

MUSIC TUITION

Charges may be made for individual or group vocal and instrumental tuition where such tuition has been requested by a parent or carer. Any charge will reflect the actual cost of providing the tuition, including staffing costs where applicable.

MATERIALS AND EQUIPMENT

Academies may charge for ingredients, materials or equipment where parents have indicated in advance that they wish their child to keep the finished product. This may apply to practical subjects such as art, technology, food preparation and science, although the principle may also apply in other curriculum areas.

EXAMINATIONS

The Trust may recover examination fees where a pupil fails to attend an examination without good reason, fails to meet the requirements of a syllabus, or requests an examination resit where external fees are incurred. In post-16 provision, charges may also be made where students withdraw after examination entry deadlines or where attendance requirements have not been met and costs cannot be recovered.

CATERING

The Trust will determine and publish charges for Academy meals and catering services. Charges will be reviewed periodically and communicated to parents and carers.

LETTINGS

The Trust is committed to making its facilities available to the wider community wherever appropriate. Charges will be applied for the hire of premises, facilities and equipment in accordance with the Trust's Lettings Policy and will be set at a level that recovers the costs incurred by the Trust.

WILFUL DAMAGE AND LOSS

Where Academy property is deliberately damaged, lost or defaced by a pupil, parent or visitor, the Academy may seek to recover the cost of repair or replacement. This may also apply where damage caused by a pupil results in a charge being incurred by a third party. Decisions regarding the recovery of costs will be made by the Principal, taking account of the individual circumstances of each case.

7. VOLUNTARY CONTRIBUTIONS

The Trust may invite parents and carers to make voluntary contributions towards activities, educational visits, enrichment opportunities, visiting speakers, transport arrangements and similar events that enhance the curriculum. Voluntary contributions play an important role in allowing Academies to offer a broad range of experiences to pupils. However, contributions remain entirely voluntary and there is no expectation or obligation on any parent or carer to contribute. No pupil will be discriminated against or excluded from an activity because a contribution is not made.

8. REMISSIONS

The Trust is committed to supporting families who may face financial hardship. Charges may be reduced or waived wholly or in part where there is evidence that payment would cause difficulty or prevent a pupil from participating in an activity. Applications will be treated sensitively and confidentially.

Remissions will normally be considered for families in receipt of qualifying benefits, including Income Support, Income-Based Jobseeker's Allowance, Income-Related Employment and Support Allowance, the guaranteed element of Pension Credit, support under Part VI of the Immigration and Asylum Act 1999, qualifying Child Tax Credit and Universal Credit. Additional support may also be approved by the Principal where exceptional hardship can be demonstrated.

9. REFUNDS

The cost of activities and visits is calculated based on anticipated expenditure. Where an Academy cancels an activity, a full refund will normally be provided. Where a parent or carer withdraws a pupil after costs have been committed by the Academy, a refund may not be possible or may be limited to any recoverable element of the charge.

Where the income received for an activity exceeds the actual costs incurred, the Academy may refund any surplus exceeding £5 per pupil to those who contributed. Individual circumstances and exceptional cases will be considered at the discretion of the Principal.

10. MONITORING AND REVIEW

This policy will be reviewed annually by the Chief Finance Officer and approved by the Finance & Resources Committee on behalf of the Board of Trustees. The Trust will monitor implementation to ensure consistency, fairness and compliance with statutory guidance across all Academies.