



# Charging and Remissions Policy

## 2025/2026 Academic Year

### Contents

1. Aims.....	1
2. Legislation and guidance .....	1
3. Definitions .....	2
4. Roles and responsibilities .....	2
5. Where charges cannot be made.....	2
6. Where charges can be made.....	3
7. Voluntary contributions .....	6
8. Activities we charge for.....	6
9. Remissions .....	6
10. Monitoring arrangements.....	6

---

### 1. Aims

Spa Education Trust (the Trust) 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. Legislation and guidance

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. 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 Board of Trustees

The Board of Trustees (the Board) has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee. Responsibility for approving and monitoring the charging and remissions policy has been delegated to the Operations Committee.

#### 4.2 Executive Headteacher

The Executive 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 Executive Headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The Trust will provide staff with appropriate training in relation to this policy and its implementation.

#### 4.4 Parents/carers

Parents/carers are expected to notify either the Executive Headteacher 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 academy
  - 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/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the academy
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy

## 5.2 Transport

- Transporting registered pupils to or from the academy premises, where the Local Authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Board or the LA have arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the academy
- 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 academy
  - 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 Trust does not expect to make any charges in 2025 / 2026.

Below we set out what we **can** charge for:

## 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

## 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, academies can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
- Transport (other than transport that is required to take the pupil to school or to other premises where the Board of the LA have arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra

- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Parental agreement is necessary for the provision of an optional extra that is to be charged for.

### **6.3 Music tuition**

Academies can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

#### **6.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

#### **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the Trust is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible. No requests for voluntary contributions are expected in 2025 / 2026.

There is no obligation for parents/carers to make any contribution, and no pupil will be excluded from an activity if their parents/carers are unwilling or unable to pay. If the Trust is unable to raise enough funds for an activity or visit then it will be cancelled.

#### **8. Activities we charge for**

The Trust is not anticipating any charges for activities on 2025 / 2026. Any charges for each activity will be determined by the Board and reviewed in July each year. Parents/carers will be informed of the charges for the coming year in July each year.

#### **9. Remissions**

In some circumstances, the Trust may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Board and will depend on the activity in question.

#### **10. Monitoring arrangements**

The Operations Committee is responsible for the implementation of this policy. The policy will be reviewed and approved every year.