

<b>Title</b>	<b>Charging and Remissions Policy</b>
<b>Year</b>	2025/26
<b>Author</b>	CFO
<b>Policy Reference</b>	Browne Jacobson LLP
<b>Trust Link</b>	Chair of Trustees
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## **1 Admissions**

The Trust **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable) as any part its admissions process.

## **2 Education provided during school hours**

Subject to the limited exceptions outlined in this policy, the Trust **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

## **3 Education provided outside of school hours**

**No charge** will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the learner is being prepared for by the academy or part of religious education.

## **4 School meals**

4.1 The Trust **does not** charge for school meals where the learner is eligible for free school meals or infant free school meals.

4.2 Learners who are not entitled to free school meals **will** be charged. Parents / carers will pay for meals for primary aged learners when the meal is booked on our parent payment system. Parent / carers will top up accounts on our parent payment systems for secondary learners, and the learners will use the credit on these accounts to pay for their meals.

## **5 Prescribed public examinations**

5.1 The Trust **does not** charge for entry for a prescribed public examination (including re-sits) if the learner has been prepared for it by the academy.

5.2 However, if a learner fails, without good reason, to meet any examination requirement for a syllabus, the Trust **may** seek to recover the fee from the learner's parent/carer. For the avoidance of doubt, examination requirements include sitting the examination/resit(s).

## **6 Materials, books, instruments or equipment**

6.1 The Trust **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

6.2 Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

## **7 Music, instrumental or vocal tuition**

7.1 The Trust **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the learner's parent/carer. This applies to individual and group tuition.

7.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

7.3 **No charge** will be made if the tuition is:

- provided to a learner who is looked after by a local authority; or
- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the learner is being prepared by the Trust.

## **8 Transport**

The academy **does not** charge for:

- transporting learners to or from the Trust's premises where the local authority has a statutory obligation to provide transport
- transporting learners to other premises where the governing body or local authority has arranged for learners to be educated
- transport that enables a learner to meet an examination requirement when they have been prepared for that examination by the academy
- transport provided in connection with an educational visit

## **9 Residential visits**

9.1 The academy **does not** charge for:

- 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, or part of a syllabus for a prescribed public examination that the learner is being prepared for by the Trust or is part of religious education
- supply teachers to cover for those teachers who are accompanying learners on a residential visit

9.2 The Trust **will** charge for board and lodging relating to residential visits (see **section 10**).

## **10 Optional extras**

10.1 The academy **does** charge for 'optional extras'.

10.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

10.3 Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the learner is being prepared for by the Trust or part of religious education
- examination entry fee(s) if the learner has not been prepared for the examination(s) by the Trust
- other transport (outside of that outlined in **section 8**)

- board and lodging for a learner on a residential visit
- extended day services offered to learners (for example before-school club, after-school clubs, tea and supervised homework sessions)

10.4 In calculating the cost of an optional extra an amount **will** 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, which includes 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

10.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of learners participating. It **will not** include an element of subsidy for any other learners wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

## **11 Voluntary contributions**

11.1 The Trust may ask parents/carers for voluntary contributions for the benefit of the Trust or any of its activities.

11.2 Where it is intended that an activity is to be funded by voluntary contributions, the Principal will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity, and the Trust is unable to fund it from some other source, then the activity will be cancelled

11.3 No learner will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Learners whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

## **12 Refunds**

12.1 Request for refunds for activities will be considered on an individual basis and may be rejected if the Trust is unable to recoup the costs incurred.

12.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Principal. If approved, refunds will be processed via the original method of payment.

12.3 The Trust reserves the right not to refund costs where a learner is withdrawn from an activity by the academy on the basis of a learner's breach of the academy's behaviour policy.

### **13 Damage to property and breakages**

- 13.1 Where the academy's property has been wilfully or recklessly damaged by a learner or parent/carer, the Trust **may** charge those responsible for some or all of the cost of repair or replacement.
- 13.2 Where property belonging to a third party has been damaged by a learner, and the Trust has been charged, the Trust **may** charge those responsible for some or all of the cost.

### **14 Charges for late collection of children**

- 14.1 The Trust may charge parents/carers for the cost of after school club or the provision for staff supervision where a child is not collected from school within a reasonable time after the end of the school day or after a school activity.
- 14.2 If a learner is collected more than 15 minutes after the end of the school day or school activity, but before the end of the After-school provision, they will be charged a proportion of the relevant after-school provision session. If a learner is collected more than 15 minutes after the end of the after-school provision, they will be charged £5 for every 10 minutes late after the first 15 minutes. The Trust understands that emergencies and unforeseen circumstances can arise and will not impose a charge for a one-off unavoidable incident.

### **15 Remissions**

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit. If applied between 1<sup>st</sup> April 2018 and 31<sup>st</sup> August 2026, household income must be less than £7,400 a year (after tax and not including any benefits).

### **16 Complaints**

Complaints regarding this policy or its application should be raised under the Trust's usual complaints procedure.