



CHARGING AND REMISSIONS POLICY

Document Management Information

Applicable to:	All staff in all Academies and Central Support Services including individuals employed by the Trust. All Members and Trustees.
Dissemination:	The policy will be available to staff via the Trust's Policy Centre and website
Training:	On request
Review Frequency:	The policy will be reviewed annually. The policy will be reviewed earlier if needed in the light of new evidence, legislation and guidance
Policy Author:	Angel Topping- Interim- CFO
Executive Policy Owner:	Kyle Taylor - Interim- Chief Executive
Approval by:	Level 3 - Chief Executive
Approval Date:	September 2026
Next Review Date:	September 2027

Revision History

Document Version	Description of Revision	Date Approved
V1.0	Draft policy circulated to Chief Executive for approval	September 21
V1.1	Policy approved and published	September 21
V2.0	Policy updated and approved	September 22
V2.1	Policy updated and approved	September 23
V 2.2	Policy updated and approved	September 24
V 2.3	Minor updates and approval	September 25
V2.4	Minor updates and approval	September 25
V2.5	Minor updates and approval	September 26

Contents

1. Statement of intent.....	Error! Bookmark not defined.
2. Legal framework	4
3. Charging for education	4
4. Optional extras	5
5. Examination fees.....	5
6. Examination re-sits	6
7. Voluntary contributions	6
8. Music tuition	6
9. Transport.....	7
10. Residential visits	7
11. Education partly during school hours.....	7
12. Damaged or lost items.....	8
13. Remissions.....	8
14. Monitoring and review	8

The Howard Academy Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities', and subsequent DfE updates to charging and remissions guidance
- The DfE Academy Trust Governance Guide (Latest Version)
- 'Our Funding Agreement'

2. Charging for education

2.1 We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

2.2 We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

3. Optional extras

- 3.1 We may charge parents for the following optional extras:
- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Religious education.
 - Examination entry fees where the pupil has not been prepared for the examinations at the school
 - Transport, other than that arranged by the LA for the pupil to be provided with education
 - Board and lodging for a pupil on a residential visit
 - Extended day services offered to pupils
- 3.2 When calculating the cost of optional extras, the school will only take into account the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
 - The cost of buildings and accommodation
 - The employment of non-teaching staff
 - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
 - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
 - Any system transaction charges incurred by our MIS system which facilities parents making charges
 - For any trips a 2.25% admin fee to cover the coordination and arrangement of the trip
- 3.3 The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 3.4 Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Examination fees

- 4.1 We may charge for examination fees if:
- The examination is on the prescribed list (which includes SATs, GCSEs and A levels, T Levels), but the pupil was not prepared for it at the school.

- The examination is not on the prescribed list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the Trust paid or agreed to pay for the fee, this includes non-attendance to exams without a good reason.

5. Examination re-sits

Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.

If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

6. Voluntary contributions

- 7.1 We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available. However, in some cases the activity may be cancelled if voluntary contributions are insufficient
- 7.2 No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 7.3 We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

7. Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size - provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition. Charges will generally not be made where their child is a Looked-After Child (LAC)

8. Transport

8.1 We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit, although we may request voluntary contributions

9. Residential visits

9.1 We will 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

9.2 We may charge for board and lodging - but the charge will not exceed the actual cost.

9.3 Parents will be exempt from board and lodging charges where they meet the eligibility criteria prescribed in legislation and current Department for Education guidance.

9.4 From September 2026 to cover the time staff spend coordinating and arranging trips a 2.25% admin fee will be charged on top of the cost and shared equally between of the pupils. This will be automatically calculated on the trip costing form.

10. Education partly during school hours

10.1 If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

10.2 If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

10.3 **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours

ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

10.4 The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

10.5 Any charges for extended day services will be optional.

11. **Damaged or lost items**

11.1 The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs. The maximum charge will be full replacement cost.

12. **Remissions**

12.1 We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

12.2 Parents in receipt of any of benefits as listed in 10.3 may request assistance with the costs of activities:

13. **Monitoring and review**

This policy is monitored by the CFOO/ DCFO and any material breaches would be reported to the CEO and the Finance, Audit and Resources Committee.