ACCOMPLISH

MULTI ACADEMY TRUST

Charging and Remissions Policy

Document title	Charging and Remissions Policy
Date of Approval/Review	December 2025
Version	1.0
Policy review date	December 2026

Contents

1. Introduction

Accomplish Multi Academy Trust recognises the valuable contribution that a wide range of additional activities including clubs, trips and residential experiences can make towards pupils' personal and social education. The trust aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy sets out the circumstances in which charges can and cannot be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

2. Aims

Our 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 barrier that may prevent some pupils from taking full advantage of these opportunities

The aim of this policy is to make, or permit to be made, charges for the included defined activities.

3. 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 agreements and articles of association.

4. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable.

Parent/carer: adult with responsibility for the pupil.

Roles and responsibilities

5.1 The Trust Board

The Trust board has overall responsibility for approving the charging and remissions policy.

The Trust board also has overall responsibility for monitoring the implementation of this policy.

5.2 Headteachers

Headteachers as responsible for ensuring the Trust policy for charging and remissions is in place in their Academy, that the policy is published on the school website, that staff are familiar with the policy and that it is being applied consistently.

5.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher and/or CFO of any specific circumstances that they are unsure about or where they are not certain if the policy applies

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

5.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

6. Where charges cannot be made

We **cannot** charge for:

6.1 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 (although academy trusts do not have to follow the National Curriculum, they still cannot charge for education that is part of the National Curriculum)
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education

6.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport

- Transporting registered pupils to other premises where the governing board or LA has 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 school
- Transport provided in connection with an educational visit

6.3 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 school
    - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6.4 Early Years

- Funded hours
- Mandatory charges for consumables, meals and optional extras in relation to the funded hours
- Top-up fees (any difference between private charges to parents and the funding received from the local authority to deliver free places)
- the supply of or use of any materials, including, but not limited to, craft materials, crayons, paper, books, instruments, toys, or other equipment or learning resources that are necessary for the effective delivery of childcare
- business running costs, including, but not limited to, rent, staff wages, cleaning materials, insurance, or utility bills such as energy, gas or water
- registration fees as a condition of taking up a child's free entitlement place
- non-refundable deposits as a condition of taking up a child's entitlement place
- general charges, including but not limited to, non-itemised enrichment charges, sustainability charges, business continuity charges, additional charges, enhanced ratios, hourly rates, or any other supplementary charges on top of the free hours
- any additional fees that are not specifically identified and itemised as being for chargeable extras.

7. Where charges can be made

We **can** charge for:

7.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 7.2)

- Music and vocal tuition, in limited circumstances (see section 7.3)
- Certain early years provision (see section 7.4)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

7.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has 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
- A charge per sheet if a request for private photocopying is made

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.

7.3 Music tuition

Schools 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

7.4 Early years provision

Schools can charge for optional extras:

- Consumables to be used by the child, such as nappies or suncream
- Meals and snacks consumed by the child
- Extra optional activities such as events, celebrations, specialist tuition (e.g. music classes or foreign languages) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework
- Additional, private paid hours

Parents must be able to opt out of paying for chargeable extras and the associated consumable or activity for their child.

Schools must offer parents alternative options to additional charges that allow parents to access their funded hours entitlement without extra charge, including allowing parents to supply their own, or waiving or reducing the cost of these items.

For activities and extra services, participation in any optional extra activity is on the basis of parental choice and a willingness to meet the charges. In these circumstances, children who do not participate in optional activities will continue to receive provision that complies with the EYFS.

Schools will publish on their website the charges for Early Years optional extras, as well as the pattern of hours that parents can take the entitlements.

7.5 Residential visits

Schools can charge for board and lodging on residential visits deemed to take place during school time, but the charge must not exceed the actual cost.

Schools can charge in full for residential trips deemed to take place outside of school time.

7.6 Damage to property and breakages

Where school property has been wilfully damaged by a pupil the school may charge the parents of those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to the parents of those responsible.

Whether or not these charges will be made will be decided by the head teacher and dependent on the situation.

7.7 Lost or damaged school equipment

Where school equipment is lost or wilfully damaged by a pupil the school may charge the parents of those responsible for some or all the cost of repair or replacement.

Where equipment belonging to a third party has been lost or damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to the parents of those responsible.

Whether or not these charges will be made will be decided by the head teacher and dependent on the situation.

7.8 Private Fees

Where a report or data is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the CEO and Local Governing Body. This rate will include a cost for staff time to sort and collate the relevant information (not less than national minimum wage per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

8. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, schools are able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to contribute. The identity of a child or parents of the child who were unwilling/unable to contribute will remain confidential.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled and funds returned to parents after deducting any charges incurred in relation to the cancellation. This will be clearly communicated to parents when asking for voluntary contributions.

9. Activities we charge for

Schools will charge for the following activities:

- Wraparound care (Breakfast and after-school clubs)
- Extracurricular clubs
- Nursery hours for those requiring more than the 15 free hours but not entitled to free childcare for working parents.
- Music tuition
- Board and lodgings for residential visits

The school will publish on their website the charges for wraparound care and additional nursery hours.

Sessions will be booked and paid for in advance.

10.Remissions

In some circumstances, the school may not charge for items or activities set out in sections 7 and 9 of this policy. This will be at the discretion of the local governing board and will depend on the activity in question.

All requests for remission of charges will be dealt with sensitively and confidentially.

10.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits may in discretionary circumstances be exempt or pay partially for the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

11.Monitoring arrangements

The School Business Manager/Senior Administrator monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the CFO and approved by the Trust Board annually.