

F4 - Charging and remissions policy

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1. Aims

Our school 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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 governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

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

Monitoring the implementation of this policy has been delegated to the Resources Committee.

4.2 Headteachers

The 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 headteacher of any specific circumstances which 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.

4.4 Parents

Parents are expected to notify staff 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:

- › Education provided during school hours (including the supply of any materials, books or other equipment)
- › Education provided outside school hours if it is part of the national curriculum.
- › Education provided on any trip that takes place during school hours - ADDED
- › Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- › Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- › Transport provided in connection with an educational visit
- › 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
- › Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

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

- › Board and lodging for a pupil on a residential visit
- › Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

- Breakages and replacements as a result of damages caused willfully or negligently by pupils/students
- Extra-curricular activities and school clubs. The school will endeavor to procure funding subsidy for the holiday clubs.

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 are unwilling or unable to pay the full charge.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

7. Voluntary contributions

Parents/carers may be invited to make a voluntary contribution for the following:-

- MUFTI days – contribution will be passed to relevant charity
- Trips which are not linked to the school curriculum e.g pantomime
- Trips which take place out outside school hours

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

The responsibility for determining the level of contribution is delegated to the Headteacher and Business Manager.

8. Remissions

Pupils/students whose parents are in receipt of the following support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential trips. The relevant support payments are:-

- 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)

9. Monitoring arrangements

The Chief Operations and Finance Officer monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Chief Operations and Finance Officer at the beginning of the school year.

At every review, the policy will be approved by the governing board.