

# CHARGING AND REMISSIONS POLICY

May 2025

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*Together, creating opportunity  
and aspiration for every child*



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November 2019	V5.0	May 2025	May 2027	CEO

## Statement of intent

The Priestley 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 educational visits, 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/carers on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

## 1. Legal framework

- 1.1 This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:
- Academies Act 2010
  - Children Act 1989
  - DfE (2018) 'Charging for School Activities'
  - ESFA (2024) 'Academy trust handbook 2024'
  - DfE (2024) 'Academy trust governance guide'
  - DfE (2024) 'What academies and further education colleges must or should publish online'
  - Education Act 1996
  - Freedom of Information Act 2000
  - The Charges for Music Tuition (England) Regulations 2007
  - The Education (Prescribed Public Examinations) (England) Regulations 2010
  - The Trust's Funding Agreement
- 1.2 This policy operates in conjunction with the following Trust policies and procedures:
- Anti-Fraud and Corruption Policy
  - Concerns and Complaints Policy
  - Data Protection Policy
  - Finance Procedures
  - Freedom of Information Policy and Publication Scheme
  - Scheme of Delegation

## 2. Definitions

- 2.1 For the purposes of this policy, the following definitions will be used:

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge, partly or wholly, which would normally be payable

## 3. Roles and responsibilities

- 3.1 The Trust Board will be responsible for:
- The management of the school's delegated finances
  - Ensuring the school acts in accordance with this policy at all times
  - Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools
  - Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

3.2 The headteacher will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents/carers on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents/carers and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

3.3 The school office manager and finance team will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents/carers and that payment is received.

## 4. Charging for education

4.1 The school will not charge parents/carers for:

- Admissions 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, 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, for pupils learning individually or in groups, unless provided at the request of the pupil's parents/carers
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination resits, if the pupil is being prepared for the resits at the school

4.2 The school may charge parents/carers for the following:

- Materials, books, instruments or equipment, where the child's parents/carers wish their child to own them
- [Optional extras](#)
- Music and vocational tuition (in certain circumstances)
- Certain early years provision
- Use of community facilities and other commercial activities
- Provision of information within the scope of freedom of information
- Schools have the right to charge parents/carers for late collection of their children at the end of the school day beyond half an hour

## 5. Optional extras

5.1 The school may charge 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
  - Part of Religious education
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the Trust Board has arranged for the pupil be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, for example breakfast, after school clubs, tea and supervised homework sessions

5.2 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
- Non-teaching staff, including teaching assistants
- The cost of teaching staff 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, where the tuition is an optional extra

5.3 The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

Charges applied will not include an element of subsidy for any pupils wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

5.4 The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

5.5 Participation in any optional activity will be on the basis of parental/carer choice and a willingness to meet the charges. Therefore, parental/carer agreement is a pre-requisite for the provision of an optional extra where charges will be made.

5.6 If a charge is to be made for a particular activity, such as optional extras, parents/carers will be informed of how the charge will be calculated.

## 6. Voluntary contributions

- 6.1 The school 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, the school will make this clear to parents/carers at the outset. The school will also make it clear to parents/carers that there will be no obligation for parents/carers to make a contribution. Parents/carers will be notified whether assistance is available.
- 6.2 No pupil will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents/carers.
- 6.3 The school will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions. Measures which may make parents/carers feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

## 7. Music tuition

- 7.1 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/carers.
- 7.2 In such cases, the charges applied will not exceed the cost of the provision, including the cost of the staff providing the tuition.
- 7.3 There will be no charges applied if the music tuition is an essential part of the national curriculum.
- 7.4 Charging will not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.
- 7.5 No charge will be made in respect of pupils who are LAC.

## 8. Transport

- 8.1 The school will not charge for:
- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide the transport
  - Transporting registered pupils to other premises where the Trust 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

## 9. Residential visits

9.1 The school 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 The school may charge for board and lodging – but the charge will not exceed the actual cost.

9.3 Parents/carers will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- 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 guarantee element of State Pension Credit
- Universal Credit – if they apply on or after 1 April 2018, their housing income must be less than £7,400 a year (after tax and not including any benefits they receive)

9.4 The school will provide a form for parents/carers to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.

9.5 Please also refer to [Section 6](#) – voluntary contributions.

## 10. Education partly during school hours

10.1 The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below:

- If more than 50 percent 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.
- 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.
- Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the school day.



- 10.2 The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our school budgets.
- 10.3 Any charges for extended day services will be optional.
- 10.4 Please also refer to [Section 6](#) – voluntary contributions.

## 11. Damaged or lost items

- 11.1 The school may charge parents/carers for the cost of replacing items that are damaged or lost due to negligence or poor behaviour of pupils or their parents/carers. Parents/carers will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving the costs in exceptional circumstances, e.g. financial hardship.

## 12. Remissions

- 12.1 The school will set aside a small fund to enable parents/carers in financial difficulty to send their children on visits/activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the visit/activity cannot be met through assistance funding and voluntary contributions, the visit/activity will be cancelled.
- 12.2 Parents/Carers in receipt of any of the following benefits may request assistance with the costs of activities:
- 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 guarantee element of State Pension Credit
  - Universal Credit – if they apply on or after 1 April 2028, their housing income must be less than £7,400 a year (after tax and not including any benefits they receive)
- 12.3 To request assistance, parents/carers should contact the school office.

## 13. Educational visits and trip refunds

- 13.1 All initial deposits for educational visits/activities will be non-refundable. Parents/carers will be informed of this when they are provided with initial information about the educational visit/activity.
- 13.2 In the event that the school has to cancel an educational visit/activity due to unforeseen circumstances, parental/carer contributions will be refunded. In the event that an educational visit/activity is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents/carers.

- 13.3 In the event that a pupil or their parents/carers cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, or whether the place on the educational visit/activity can be offered to another pupil.
- 13.4 Where a pupil or their parents/carers have previously cancelled a place on an educational visit/activity and received a full refund, the school will have the right to refuse to allow the pupil to attend future educational visits/activities.
- 13.5 In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- 13.6 In the event that an educational visit/activity is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental/carer contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another educational visit/activity, or refunding parents/carers.
- 13.7 Once the educational visit/activity arrangements have been booked and confirmed, if contributions exceed the total cost of the educational visit/activity, a refund will be given where the excess is greater than £1 per pupil.
- 13.8 The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated fairly and equally.
- 13.9 If a parent/carer wishes to make a complaint about refunds, they will be able to do so via the Trust's Concerns and Complaints Policy.

## 14. Income generation

- 14.1 In line with the ESFA's 'Academy trust handbook' the Trust will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

## 15. Freedom of Information Policy and Publication Scheme

- 15.1 The Trust's Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information.

## 16. Monitoring and review

- 16.1 This policy will be reviewed at least annually.
- 16.2 This policy applies to all educational visits and trips booked from May 2025.