Charging and Remissions Policy

Recommended by CFO:	July 2025
Approved by Finance Committee:	July 2025
Ratified by Trustee board:	July 2025
Review Due:	Summer Term 2027

Contents

1. Legal Framework

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

- Education Act 1996 sections 449 to 462
- The Charges for Music Tuition (England) Regulations 2007
- DfE (May 2018) ‘Charging for School Activities’
- DfE (July 2025) ‘Academy Trust Handbook’
- Trust Funding Agreement

This policy complies with our funding agreements and articles of association.

2. Roles and Responsibilities

2.1 Trust Board

The Trust board has overall responsibility for approving the charging and remissions policy. Monitoring the implementation of this policy has been delegated to the Trust Senior Leadership Team.

2.2 Headteachers

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

2.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher 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.

2.4 Parents/carers

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

3. Definitions as applicable to this policy

Charge:
A compulsory payment which the school is entitled to levy in certain circumstances as defined within Sections 449-462 of the Education Act 1996.

Voluntary Contribution:
A payment which parents may be asked for to cover the cost of certain optional activities including the majority of educational visits which take place during school time.

Donation:
A payment made freely to the school for which nothing is expected to be received in return.

Trading Income:
A payment for other goods and services provided by the school that are not covered by the rules within sections 449-462 of the Education Act 1996.

Remission:
The full or partial cancellation of a charge to a parent or student by the school

4. Purpose of the Policy

The primary purpose of this policy is to set out the rules regarding charges and remissions with regards to parents of registered students at the school. For completeness and clarity, this policy also discusses voluntary contributions, donations and trading income

No charges can be made by a school unless the governing body of the school has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and an associated remissions policy.

This policy meets the requirements of the law and has regard to guidance issued by the DfE. It explains each type of activity that can be charged for and explains when charges will be made.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This policy provides that guidance.

The remissions policy sets out any circumstances in which the school proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy.

5. Overarching Rules

5.1 Charges

Where an activity does attract a regulated charge:

- Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.
- Once agreement has been obtained in writing then the charge can be levied, subject to delivery of the associated goods or services. The school will recover charges which are outstanding from parents.
- Where relating to an activity or educational visit, any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

In calculating the total cost of optional extras amounts are included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff costs (in addition to the basic teaching contract costs), for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

5.2 Voluntary Contributions

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities.

Many of the school's extra-curricular activities are made possible through parents' willingness to make voluntary contributions to defray the cost. Such activities include many educational visits which take place during school time.

If the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset, together with the fact that there is no obligation to make any contribution.

It is important to note that no student will be excluded from an activity simply because his or her parents are unwilling to make a contribution.

If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled.

5.3 Donations

Donations are completely separate from voluntary contributions. Parents will also be asked to make a donation to the school's annual giving programme. The school makes it clear to parents that students will receive the same treatment regardless of whether they choose to make a donation.

5.4 Trading Income

The final source of income for the school from parents will be in relation to the provision of goods and services not covered by the Education Act 1996 where the school can generate a trading profit such as:

- Sale of promotional books, clothing and padlocks
- Photographs
- Summer camps
- Events (productions, shows etc.)

5.5 Charges for Breakages, Damage or Loss

In any organisation, some accidental loss or damage to resources and fair wear and tear are accepted as a fact of life and the School's budget makes due allowance for this. However, deliberate, wilful or negligent loss of or damage to the School's resources not only puts an unfair strain on the budget but denies or compromises the opportunity and right to learn. For these reasons, it is the policy of The Trust that those causing wilful loss or damage shall make good the loss or damage appropriately. For example:

- Loss of / irreparable damage to books, IT equipment, PE equipment, DT tools etc.: the school shall claim the market rate for repair or replacement.
- Damage to the structure of the buildings, furniture etc.: the school shall claim the cost of the repair (e.g. broken window, chair, etc.) or an appropriate replacement.

Where damage has been sustained to the fabric of the School or equipment due to criminal behaviour, the school shall actively cooperate with the police authorities with a view to seeking restitution. The

Headteacher or their representative will consider in all cases where the costs of replacement have not been met by the perpetrators of the wilful loss or damage or criminal behaviour, action via a Civil Prosecution or the Small Claims Court.

5.6 DBS Checks

The school will cover the cost of DBS checks for all employed staff. The school will cover the cost of DBS checks for volunteers requested by the school.

6. Activities Regulated by Charging Legislation

This section highlights those activities for which schools:

- are forbidden to charge
- are allowed to charge, in accordance with the rules set out in section 3.1

Where an activity that generates income for the school is not included below (e.g. school photographs) it falls outside the scope of the Education Act 1996. This income is considered to be trading Income.

6.1 Charging Framework: Education

Charges cannot be made	Charges can be made for	Details
Education provided during school hours (including the supply of any materials, books, instruments or other equipment).	Any material, books, instruments, or equipment, where the child's parent wishes him to own them	Section 6.3
Education provided outside of school time that is: a) Required as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or b) Provided in pursuance of any duty in relation to the school's obligations to provide education relating to: i) the national curriculum ii) religious education	Optional Extras (see table below)	Section 4.2

Charges cannot be made	Charges can be made for	Details
Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education	Music and vocal tuition, in limited circumstances	Section 8.1
Entry for a prescribed public examination, if the pupil has been prepared for it at the school		Section 6.2
Examination re-sits if the pupil is being prepared for re-sits at the school		Section 6.2

6.2 Optional Extras

Charges may be made for some activities known as “optional extras”. These include:

Optional Extra	Details
Education provided outside of school time that is not: a) Required as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or b) Provided in pursuance of any duty in relation to the school’s obligations to provide education relating to: i) the national curriculum ii) religious education	7.1 8.3
Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;	8.2
Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education; and	Not in use at MET
Board and lodging for a pupil on a residential visit.	7.1

7. Educational Visits

7.1 Types and Funding

The table below describes the 3 types of education visit, and the funding basis attached to each. The basis of funding will be made clear in documentation to the parents.

	Description	Funding Basis
A	Those which take place largely or entirely during the school day and which may be part of the National Curriculum or a public examination course	● Voluntary contribution
B	Those which take place largely or entirely outside school time	● Charge ● NB: The school may also arrange these visits by voluntary contribution
C	Residential visits taking place largely or entirely during school time	● Charge for board and lodgings ● Voluntary Contribution for remainder

7.2 Access to Visits

- Where places on an educational visit are limited and the visit is oversubscribed, places will be allocated by ballot.
- Participation in some activities which require a particular aptitude, such as sports tours, will be by invitation.

8. Other Specific Activities

8.1 Music Tuition

- No charges will be made in cases where the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Charges will be levied for teaching either an individual student or small groups (up to 4) to play a musical instrument or to sing.

- Parents will be advised of the scale of charges before signing up for their child to receive tuition and will be expected to sign a set of terms and conditions.

8.2 Examinations

- Charges will not be made for entries to public examinations where students have been directly prepared for the examination by the school.
- Charges will be made to enter students for examinations where they have been prepared outside school or where students choose to re-sit examinations for which no direct preparation has been provided by the school. The school will also charge students for late-entry examination fees, and in cases where the student fails to attend the exam without good reason or meet other essential requirements of the course not limited to:
    - If a 6th Form pupil, without agreement from staff, fails to achieve 85% attendance in a subject's lessons.
    - If the exam is not on the set list but the school arranges for the pupil to take it. If the school has prepared the pupil for an examination but considers, for educational reasons, that the pupil should not be entered, however the pupil's parent/guardian (or pupil themselves), when over 18 years old), wishes an entry to be made. In these circumstances, the school may refund the cost, if the pupil subsequently passes the examination.
    - If the candidate is re-sitting an examination previously taken.
    - If they wish to appeal against the marking of an external examination, parents/candidates will be charged in line with the school's examination results charging guidelines.
    - If they wish to appeal against the internal assessment towards an external examination, parents/candidates will be charged in line with the school's internal assessment appeals process. (See Review of Centre- Assessed Marking Policy)

8.3 Essential Curriculum Activity whereby the parent wishes to own materials from the school.

- The school will make no charge for education provided during school hours including the supply of any materials, books, instruments or other equipment.
- In the case where the student's parent wishes to own any such materials purchased through the school a charge may be levied.

9. Remissions Policy

9.1 Applications for Remission

- Applications for remission will be made to and dealt with by the Headteacher

- The school will fully or partly remit charges for activities to those parents who are in receipt of benefits as listed in section 9.2.
- The school reserves the right to see evidence to support parents' application for remission, before the request will be considered. The Headteacher will, in exceptional circumstances, consider applications from those not in receipt of the benefits listed in section 9.2
- For the avoidance of doubt, where benefits in section 9.2 are in receipt, the school will fully remit board and lodging charges for Type C visits. In all other cases, the Headteacher will determine the level of remission in negotiation with the parents.

9.2 Benefits taken into consideration when determining remission levels:

If a parent is in receipt of any of the below benefits, they will be eligible for full or partial remission of charges as outlined in section 9.1

- Income Support;
- Income Based Job Seekers Allowance;
- Child Tax Credit, provided that Working Tax Credit is not also received and family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the predetermined minimum level set for the relevant financial year;
- Income related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999;
- 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).

The benefits considered in this section will reflect those changes made by legislation at the time that they are made law.

Appendix 1 Charging Flowchart