

Charging and Remissions Policy

Author/Owner	Chief Finance Officer
Version	11
Approved By	Finance and Operations Committee
Date Policy Reviewed	July 2026
Next Review Date	September 2027
Academy to implement without Amendment, using appendix when required	



Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V9	August 2024	P Wilkinson	Policy updated in line with Trust branding. Legislation and guidance updated in section 2. Section 6 updated for examination re-marks. Updated wording in section 10.
V10	August 2025	P Wilkinson	Updated reference to ATH 2025
V11	July 2026	M Hipwell	Updated reference to ATH 2026 Section 1 - Statement - Updated to include SEND alongside financial circumstances. Section 11 - Remission of Charges – Updated Inland Revenue to HMRC



Contents

Contents	3
1. Statement	4
2. Legal Framework	4
3. Charging Policy	4
4. Charging for Trust/Academy Activities.....	5
5. Residential Visits.....	5
6. Examination Fees.....	5
7. Music Tuition	5
8. Materials.....	5
9. Extended Day Services.....	6
10. Voluntary Contributions	6
11. Remission of Charges	6
12. Activities arranged by a third party.....	7



1. Statement

Exceed Learning Partnership is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances or Special Educational Needs and Disabilities (SEND). We have established this policy and procedures to ensure that no child is discriminated against or excluded from our offering of school trips, activities, and educational extras.

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

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Sections 449-462 of the 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'
- DfE Academy Trust Governance Guidance
- 'Our Funding Agreement'
- Children Act 1989
- Freedom of Information Act 2000
- Academy Trust Handbook 2026

3. Charging Policy

This Charging Policy informs staff and parents about charging for Trust/Academy activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of any size up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The Trust/Academy operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the Trust/Academy's basic curriculum for religious education.

Any charges made in respect of individual pupils will not exceed the actual cost of providing the activity per pupil.



4. Charging for Trust/Academy Activities

Charges are made at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

5. Residential Visits

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as “optional extras” are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

6. Examination Fees

The cost of examination fees, where the examination preparation has not been carried out at school may be charged to parents.

Where in the opinion of the Principal and Governing Body, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the pupil, then the fees will be recovered.

Examination fees will be recovered where the pupil fails to take the final examination, without good reason.

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

7. Music Tuition

Charges are made for teaching either an individual pupil, or pupils in a group of any size up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

8. Materials

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.



9. Extended Day Services

Charges are made for extended day services offered to pupils such as breakfast clubs and after-school clubs.

10. Voluntary Contributions

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 at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution.

No pupil 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 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.

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events
- Residential Trips

Voluntary contributions will be used to:

Fund the cost of any visit/experience to make such a visit viable.

11. Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits;

- Free school meals
- Income Support
- Income-based Jobseekers' Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed the prescribed amount for the financial year to which this policy applies
- Guarantee element of State Pension Credit
- An Income related employment and support allowance that was introduced on 27 October 2008
- 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 the rate assessed by HMRC for the financial year for which this policy applies



12. Activities arranged by a third party

Activities arranged by an outside organisation may be charged to parents. Such an arrangement would not need to meet the Trust/Academy's policy on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved full details will be submitted, through the Principal to the Governing Body, for approval.

Policy Agreed: July 2026

Signed CEO: *B.A. Nixon*

Signed Chair of Directors

Pat Hargan

Policy to be reviewed in September 2027