Charging and Remissions Policy

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Contents

Changes to this Edition	
1	Aims
2	Legislation & Guidance
3	Definitions
4	Roles & Responsibilities
5	Where Charges Cannot Be Made
6	Where Charges Can Be Made
7	Voluntary Contributions
8	Chargeable Activities
9	Remissions
10	Monitoring Arrangements

Changes to this Edition

DATE	VERSION	DETAILS OF CHANGES
November 2024	1.0	Firs Editions
November 2025	2.0	No Changes
September 2026	3.0	Changes to:

1. Aims

Our trust aims to:

- Ensure that all pupils have equal opportunities to participate in school/trust trips, activities, and educational extras, regardless of their background or circumstances.
- 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 & 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

3. Definitions

- **Charge**: a fee payable for specifically defined activities
- **Remission**: the cancellation of a charge which would normally be payable

4. Roles & Responsibilities

4.1 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.

Monitoring the implementation of this policy has been delegated to the Finance 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 St Francis CMAT central team of any specific circumstances that they are unsure about or where they are not certain if the policy applies

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

4.4 Parents/Carers

Parents/carers 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:

5.1 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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is

provided at the request of the pupil's parent/carer

- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 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

5.3 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. Where Charges Can Be Made

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

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- 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

6.2 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
• Where property has been wilfully or recklessly damaged or breakages occurred due to wilful or reckless behaviour, the school may charge those responsible for part or the whole of the cost of repair or replacement. If the property belongs to a third party and costs are incurred the school may charge for some or all of the cost. Parents/carer will be notified in writing before the school issues an invoice
• 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

6.3 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

6.4 Residential Visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible. Some activities for which the school may ask parents/carers for voluntary contributions include: e.g. school trips, sports activities.

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 pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled and all monies returned.

8. Chargeable Activities

The school will charge for the following activities: Breakfast, after-school, clubs, school trips.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the trust board and will depend on the activity in question.

9.1 Remissions for Residential Visits

The school will give consideration to the remission of charges to Parents/carers who wish to make a remission. Parents can request a remission by contacting the Headteacher in writing, in addition they will need to prove they are in receipt of any of the following benefits will be exempt from paying 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)

Schools within the Trust may also consider full or partial remission of charges on a case-by-case basis where individual or personal circumstances warrant support, subject to available hardship funding.

10. Monitoring Arrangements

The School Finance Lead monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed on an annual basis by the Trust. The next scheduled review date for this policy is August 2026.

At every review, the policy will be approved by the Finance Committee