



Charges & Remissions Policy

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POLICY LEAD: CFO

APPROVED BY: Trustees



Excellence



Equity



Empowerment

DOCUMENT CONTROL

Policy Level	Academy / Primary and Secondary	
Approved By	Trustees	
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<p>This policy remains valid until it is reviewed and replaced; it does not expire by date alone. Policies are reviewed annually, or sooner if required by statutory or legislative changes, in line with best practice</p>		
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Version Number	Date Issued	Updated Information
<p>Please complete this section with a brief summary of the changes you have made or if this is a full re-write / new policy. The contents of this version control box will be shared with trustees / the LGB as part of the approval process – Thank you</p>		
V1	May 2022	First version
V2	August 2023	Section 4.1 – the Trust Board has responsibility for approval not LGB
V3	October 2025	Full policy review: clarified remissions process (section 9), added damages/breakages (section 12).

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1. Aims

Aston Community Education Trust 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 pupil/students 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 academy activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for academy activities in England. Academies are required to follow this Act through their funding agreements.

It is also based on guidance from the DfE on statutory policies for academies and academy trusts.

This policy follows 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 Board of Trustees

The Board of Trustees has overall responsibility for approving the charging and remissions policy but can delegate this to a committee.

The Board of Trustees also has overall responsibility for monitoring the implementation of this policy.

4.2 Principals

The principal 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 Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

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

4.4 Parent/carers

Parent/carers/carers are expected to notify staff or the principal of any concerns or queries about 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 academy hours (including the supply of any materials, books, instruments, or other equipment)
- Education provided outside academy hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil/student/student is being prepared for at the academy
 - Religious education
- Instrumental or vocal tuition, for pupil/students/students learning individually or in groups, unless the tuition is provided at the request of the pupil/student's/student's parent/carer/carer
- Entry for a prescribed public examination if the pupil/student/student has been prepared for it at the academy
- Examination re-sit(s) if the pupil/student/student is being prepared for the re-sit(s) at the academy

5.2 Transport

- Transporting registered pupil/students/students to or from the academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupil/students/students to other premises where the governing board or local authority has arranged for pupil/students/students to be educated
- Transport that enables a pupil/student/student to meet an examination requirement when he or she has been prepared for that examination at the academy
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during academy hours
- Education provided on any visit that takes place outside academy hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil/student is being prepared for at the academy
 - Religious education

- Supply teachers, covering for teachers who are absent from academy, accompanying pupil/students 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/carer wishes them 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/student/student is being prepared for the re-sit(s) at the academy **and** the pupil/student/student fails, without good reason, to meet any examination requirement for a syllabus. Good reason includes illness, bereavement, or other circumstances beyond the student's control
- Cost of examination fees where the pupil/student/student has not been prepared by the academy or for entry to an examination against the advice of the academy
- Entries for examination re-sits where the academy has not provided additional tuition
- Parent/carers/carers requesting an examination paper to be remarked will be required to pay the remark fee; however, if the new grade exceeds the original, the cost will be refunded

6.2 Optional extras

We can charge for activities known as 'optional extras'. In these cases, academies can charge for providing materials, books, instruments, or equipment. The following are optional extras:

- Education provided outside of academy time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil/student is being prepared for at the academy
 - Religious education
- Transport (other than transport that is needed to take the pupil/student/student to academy or to other premises where the local authority or governing board has arranged for the pupil/student/student to be provided with education)
- Board and lodging for a pupil/student/student on a residential visit
- Extended day services offered to pupil/students/students (such as breakfast clubs, after-academy 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
- Support 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

Any charge made in respect of individual pupil/students/students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupil/students/students taking part.

Any charge will not include an element of subsidy for any other pupil/students/students who wish to take part in the activity but whose parent/carers/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during academy hours, the charge cannot include the cost of alternative provision for those pupil/students who do not wish to take part.

Parent/careral agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Academies can charge for vocal or instrumental tuition provided either individually or to groups of pupil/students/students, provided that the tuition is provided at the request of the pupil/student's/student's parent/carer/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/student/student 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, academies within the trust can ask for voluntary contributions from parent/carers/carers to fund activities which would not otherwise be possible.

Some activities for which an academy may ask parent/carers/carers for voluntary contributions include:

- Materials and ingredients provided by an academy for practical subjects where parent/carers/carers say they wish to receive the finished article
- Cost of educational visits and other activities

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

If the academy is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Activities we charge for

The academy will charge for the following activities:

- Breakfast and after-academy clubs
- School trips and activities outside the national curriculum
- Breakages and replacements because of damage caused wilfully or negligently by pupil/students/students (see section 11)

For regular activities, the charges for each activity will be decided by the governing board and reviewed each year. Parent/carers/carers will be informed of the charges for the coming year in September each year.

9. Remissions

9.1 Principles

Aston Community Education Trust is committed to ensuring that all pupil/students/students can access the full range of educational opportunities, regardless of their family's financial circumstances. We recognise that some families may face financial barriers that could prevent their children from participating in activities that enhance learning and personal development.

9.2 Support for Disadvantaged Pupil/students/Students

Pupil/students/students eligible for pupil/student premium funding will receive support towards educational visits and optional activities. This will typically be funded through the academy's pupil/student premium allocation.

The level of support will depend on:

- The educational value of the activity
- The cost of the activity
- The academy's pupil/student premium budget
- Whether the activity is residential or a day visit

Parent/carer/carers do not need to apply. The academy will identify eligible pupil/students/students and contact

families directly when planning activities to confirm the level of support available.

9.3 Other Financial Difficulties

Parent/carers/carers who are not eligible for pupil/student premium but are experiencing financial difficulties may apply in confidence to the Principal for discretionary support.

Applications should be made in writing at least 2 weeks before the payment deadline. Each request will be considered individually, and decisions will be made within 5 working days.

9.4 Confidentiality

All applications for remissions will be treated in the strictest confidence. Information will only be shared with staff who need to know in order to process the application and arrange the activity.

10. Damage, Loss and Breakages

10.1 When Charges Will Be Made

The academy may charge parent/carers/carers for damage, loss, or breakages caused by a pupil/student's/student's wilful or negligent behaviour, including:

- Deliberate damage to academy property, equipment, or buildings
- Defacing or vandalising academy property
- Loss or damage to loaned equipment (e.g., library books, iPads, musical instruments) through carelessness
- Damage caused during behaviour incidents

Charges will not normally be made for accidental damage during normal use, general wear and tear, or where a pupil/student's/student's SEND contributed to the incident.

10.2 Process

When damage, loss, or breakage occurs:

1. **Investigation:** The academy will investigate the circumstances and determine responsibility
2. **Notification:** Parent/carers will be informed in writing within 5 working days, including:
 - Description of the incident
 - Explanation of why a charge is being made
 - The cost of repair or replacement
 - Opportunity to provide their account
3. **Decision:** The Principal will make a final decision considering all circumstances and mitigating factors, and notify parent/carers within 10 working days

10.3 Costs and Payment

Charges will be based on the actual cost of repair or replacement (whichever is lower), with no additional administration fees.

Parent/carers/carers will have 28 days to pay unless alternative payment arrangements are agreed with the academy office.

10.4 Disputes

If parent/carers dispute a charge, they should contact the Principal in writing within 10 working days. If dissatisfied with the outcome, they may follow the academy's complaints procedure.

No pupil/student/student will be excluded from education or activities due to non-payment of charges for damage, loss, or breakages.

11. Monitoring arrangements

The CFO monitors charges and remissions and ensures that academies follow this policy.

This policy will be reviewed by the CFO annually (as recommended by the DfE). At every review, the policy will be approved by the Trust Board.