Charging and Remissions Policy

Approved by: Board of Trustees
Approved on: 8 October 2025
Review date: September 2026

1. Aims

ACE Learning aims to

- Have robust and 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 and guidance

This policy is based on advice from the Department for Education (DfE) on Charging for school activities - GOV.UK (www.gov.uk) and the Education Act 1996 (legislation.gov.uk) 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.

This policy complies with 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 Trustees

The Board of Trustees has overall responsibility for approving the Charging and Remissions Policy but can delegate this to a committee, individual Trustee or the trust executive.
The Board also has overall responsibility for monitoring the implementation of this policy.
Within ACE Learning the Board of Trustees has delegated the approval of the policy to the Finance, Audit and Risk Committee and the monitoring of the policy within each individual school to the Head of School and to the CFO to ensure consistency between schools.

4.2 Head of School

The Head of School is responsible for ensuring that staff are familiar with the Charging and Remissions policy and that it is being applied consistently. They are supported in this by the CFO.

4.3 Staff

Staff are responsible for :

- Implementing the Charging and Remittance policy consistently
- Agreeing draft costings with the Head of School prior to booking an activity
- Notifying the Head of School of any specific circumstances that they are unsure about or uncertain if the policy applies and obtaining clarification before acting.

4.4 Parents/carers

Parents/carers are expected to notify staff or the Head of School of any queries or concerns regarding the Charging and Remissions policy and these should be passed on as appropriate to ensure that they are responded to.

5 Where charges cannot be made

Below we set out what we **cannot** make charges for :

5.1 Education

- Admissions applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of school hours if it is part of :
    - The National Curriculum/School Curriculum
    - 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

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 provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided outside of school hours if it is part of :
    - The National Curriculum/School Curriculum
    - 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)
- Community facilities

6.2 Optional extras

We are able to charge for activities know 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/School curriculum or religious education
- 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)

When calculating the costs 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

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:

- School trips including entry fees etc
- Sports activities
- In school non-curricular activities eg visiting performances/specialists

Suggested voluntary contributions will not exceed the cost per head of the activity.

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.

8 Activities we charge for

The school will charge for the following activities:

- Extended school – breakfast and after-school clubs
- Specialist after school clubs which are provided by external providers which the school pays for – to potentially include a proportion of heating/insurance costs
- Trips organised for clubs – eg Young Voices – cost of transport

This list is not exhaustive and parents/carers will be asked to agree to the charges when the activity is booked.

9 Remissions

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

question.

9.1 Remissions for residential visits

Parents/carers who can 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:

- 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)
- 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 four weeks after you stop qualifying for Working Tax Credit

If a parent/carer does not fulfil the above criteria but would suffer financial hardship due to the cost of the trip then they can contact the school to discuss whether financial support would be available for them. This would be on a case by case basis and be agreed by the Head of School. There is no guarantee that remissions would be available in such cases as this is dependent on the school budget.

9.2 Remissions for optional activities

If a parent/carer would like their child to undertake optional activities as outlined in section 6.2 but would struggle to support this then they should approach the school to discuss possible remissions. This would be agreed by the Head of School on a case by case basis.

10 Monitoring arrangements

The Head of School monitors charges and remissions within the school and the CFO monitors consistency across the trust.