

Charging and Remissions Policy

Owned by:	Amy Taylor, Chief Finance & Operations Officer
Approved by:	Board of Directors
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Version History

Version	Approved By	Revision Date	Description of Change	Author
1.0	Board of Directors	July 2027	Policy re-write	Amy Taylor



1. Aims

Spencer Academies Trust (our/the Trust) recognises the valuable contribution that a wide range of additional activities, including clubs, educational visits (including residentials) and experiences of other environments can make towards a pupil's all-round educational experience and their personal and social development.

This policy aims to ensure our Trust:

- Clearly sets out the types of activity that can be charged for and when charges will and will not be made; and
- Is able to offer a range of activities and experiences whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities; and
- Has robust and clear processes in place for charging and remissions across our academies.

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [Charging for school activities - GOV.UK](#) and [Education Act 1996](#), section 449 to 462 which set out the law on charging for school activities in England. This policy also complies with our funding agreement and articles of association.

3. Roles and Responsibilities

Academy Principals are responsible for ensuring that staff are familiar with this policy and that it is consistently applied in their school.

Staff are responsible for implementing this policy consistently and notifying the Principal of any specific circumstances which they are unsure about or where they are uncertain as to whether the policy applies. Each academy will provide staff with appropriate training in relation to this policy and its implementation.

Parents/Carers are expected to notify staff or the Principal of any concerns or queries regarding this policy.

4. Charging

Charge: a fee payable for specifically defined activities.

Our schools will **not** charge for:

- Education provided during school hours, including the supply of any materials, books, instruments, or other equipment
- Education provided outside school hours if it is:
 - a) Part of the National Curriculum
 - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) Part of Religious Education
- Instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupils' parents
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Admission applications to our schools
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy, except where the request for the re-sit is made solely by the parent and not the school
- Transporting registered pupils to or from the school premises, or an alternative location where the governing body or local authority has arranged for pupils to be educated, where the local authority has a statutory obligation to provide transport



- 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 which is part of the National Curriculum.

Our academies reserve the right to make a charge in the following circumstances for optional extra activities organised by the school:

- **Educational visits and residentials in school time:** the board and lodging element of the residential experience and/or outdoor pursuit courses
- **Activities outside school hours:** the full cost for each pupil for transport journeys, trips and overnight accommodation and subsistence in the UK and abroad which take place at weekends and during holidays, which are deemed to be optional extras
- **Materials, books or equipment:** the cost of materials, books, equipment or ingredients for subjects where parents have indicated in advance that they wish to own the final product
- **Instrumental or vocal tuition:**
 - a) The cost of any instruments, equipment, facilities, and staff time provided in connection with the provision of tuition outside school hours
 - b) Following a specific request by a parent for tuition in school hours unless this is an essential part of the National Curriculum or provided under the first access to Key Stage 2 Instrumental and Vocal Tuition Programme
 - c) Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition. A clear breakdown of charges should be communicated with parents/carers.
- **Acts of vandalism and negligence:** our academies reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil or parent
- **Examination fees:** if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested and will be refundable if the pupil attends for the examination. If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the academy has paid an entry fee, the academy may seek to recover the fee from the parent. There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made or for a module or whole exam to be re-taken.
- **Certain Early Years provision:** such as
 - a) additional hours of childcare beyond the 15 or 30 funded hours per week
 - b) attendance outside the core funded sessions (wraparound care)
 - c) optional activities, trips and enrichment sessions that are not part of the statutory EYFS curriculum
 - d) consumable items or resources that parents choose for their child to keep
- **School meals:** unless pupils are entitled to receive Free School Meals.

In some cases, we will charge for administration costs associated with completing a Subject Access Request.

5. Remissions

Remission: the cancellation of a charge which would normally be payable.

Our academies may remit charges in full or in part to parents after considering specific hardship cases. The academy/Trust invites parents to apply to the Principal in the strictest confidence, for the remission of charges in part or in full.

The academy Principal holds discretion to authorise remission. Charges for board and lodging are automatically remitted where the parents meet certain criteria. Since April 2003, the eligibility criteria that entitles families to an exemption from paying for the cost of board and lodging on residential visits has been aligned with free school meals eligibility criteria. This exemption, including how receiving certain state benefits will automatically qualify for remission, will be reiterated in any correspondence regarding a residential visit.



6. Insurance

Any insurance costs will be included in charges made for activities and/or visits.

7. Voluntary Contributions

This policy does not preclude our academies from inviting parents to make voluntary contributions. Our academies will make clear that such contributions are entirely voluntary, and that pupils of parents/carers who do not contribute will not be disadvantaged. Where it applies, our academies will make it clear that if insufficient contributions are received the relevant activity or visit may have to be cancelled.

8. Charging and Remissions Procedures

Staff organising a club, educational visit or activity will notify parents in advance of any likely costs. This will be done by letter, with a reply slip for parents to accept the proposed costs. The letter will contain details of the remission arrangements as set out in this policy

The organising member of staff, in agreement with the academy's admin/finance office, will set out the arrangements for collection of costs to parents. This will usually be through the school's online payment service (Parentpay/Arborpay)

The academy's admin/finance office will keep account of all clubs, educational visits or activities and responsibility for collection of unpaid or late monies lies with the academy's admin/finance office.

9. Monitoring

This policy will be reviewed annually by the Chief Finance and Operations Officer for approval by the Finance & Resources Committee.

Adherence to this policy will be monitored at school level by each academy Principal.

10. Links with Other Policies

This policy links with the following Trust policies:

- Finance Policy
- Off Site Visits Policy and Guidance.

