Every Child Matters Academy Trust
Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Board of Trustees is responsible for determining the content of the policy and the LGB / Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and LGB.

Prohibition of Charges

The Board of Trustees recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- 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;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

(a) Board and lodging on residential visits (not to exceed the costs)
(b) individual tuition in the playing of a musical instrument
(c) any other education, transport or examination fee unless charges are specifically prohibited
(d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
(e) extra-curricular activities and school clubs
(f) any additional Nursery hours over the funded hours or where an eligibility code is not provided.

The proportion of the costs to be charged to parents will be considered on the merits of each individual activity / event.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

a) Income Support;

b) Income Based Jobseeker's Allowance;

c) Support under part VI of the Immigration and Asylum Act 1999;

d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the prescribed amount for the financial year to which this policy applies;

e) the guaranteed element of State Pension Credit.

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

a) School visits and journeys
b) Swimming sessions.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to subsidise the cost incurred by the school for the activity / event.

Approved by the Resources Committee on 10/03/2026

To be reviewed Spring term 2028

Chair CEO