



Charging and Remissions Policy

Date of Last Review	March 2025
Approval Body	Resources and Finance Committee
Approval and Implementation Date	March 2025
Review Date	July 2028, for implementation in September 2028.

Version	Approval Date	Summary of Changes
1	Sept 2024	
2	January 2025	Clarifications over voluntary contributions and residentials.

Contents

Aims.....3

Legislation and guidance.....3

Roles and responsibilities.....3

 The Governing Body.....3

 The Headteacher.....3

 Staff.....3

 Parents3

Activities without charge4

Voluntary Contributions.....4

Chargeable Activities.....4

Music Tuition.....5

Damaged or lost items5

Remissions5

Remissions for residential visits6

School Trip Refunds6

Monitoring arrangements6

Parbold Douglas CE Academy

Charging and Remissions Policy [Last updated: March 2025]

Aims

Parbold Douglas Church of England Academy recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education at the Academy. Parbold Douglas CE Academy aims to:

- Promote and provide activities in line with a board and balanced curriculum, and as optional activities.
- 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 be made

Legislation and guidance

This is a statutory policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. As an Academy, we comply with this Act through our funding agreements and ensure this policy meets the requirements of the law.

This policy will have consideration for and be compliant with the following legislation and guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2024) 'Academy Trust Governance Guide'
- 'Our Funding Agreement'

Definitions

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

Roles and responsibilities

The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, although this can be delegated to a committee, an individual governor or the Headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy.

The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy and ensuring that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the Charging and Remissions Policy consistently.
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The senior leadership team will provide staff with appropriate guidance and support in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

Activities without charge

Activities without charge include:

- Admission applications
- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity; this excludes voluntary donations for additional day trips or residential visits
- Education provided outside school hours if it is part of the National Curriculum which the pupil is being prepared for at the Academy, or part of religious education;
- Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for at Parbold Douglas CE Academy.

We will **not** charge for the following:

- In excess of the actual cost of providing the optional extra divided by the number of participating pupils
- A subsidy for any pupils wishing to participate, but whose parents are unwilling or unable to pay the full charge
- If a proportion of the activity takes place during school hours, for the cost of alternative provision for those not participating
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Voluntary Contributions

As an exception to the requirements set out in this policy, Parbold Douglas CE Academy is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include school trips, sporting activities, visitors into schools etc.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents 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.

Chargeable Activities

Parbold Douglas C of E Academy may recover the full costs of the following activities but charges will not exceed actual cost.

Parbold Douglas CE Academy may charge for:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras - education provided outside of school time that is not:
 - Part of the national curriculum or religious education
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Examination entry fees where the pupil has not been prepared for the examinations at the school
 - Transport, other than that arranged for the pupil to be provided with compulsory education
 - Board and lodging for a pupil on a residential visit
 - Extended day services offered to pupils (for example morning and after-school clubs).

Parbold Douglas CE Academy

Charging and Remissions Policy [Last updated: March 2025]

- Music and vocal tuition (in certain circumstances)
 - The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
 - The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition
- Certain early years provision
- Use of community facilities

In calculating the cost of optional extras, Parbold Douglas C of E Academy may consider the following:

- Any materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The cost of employing non-teaching staff
- The cost of teaching staff (including supply teachers) engaged under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or instrumental tuition

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

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 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 which is to be charged for.

Music Tuition

Legislation states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges may be made if:

- The teaching is not an essential part of either the National curriculum or a public examinations syllabus followed by the pupil.
- The school may charge for teaching requested by parents and delivered by specialist tutors given to an individual pupil or groups of any appropriate size (provided that the group size of the group is based on sound logical principles) to play a musical instrument or sing. The cost of these lessons may depend on size and duration of the classes as well as the type of instrument.

Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the governing body and/or Headteacher will depend on the activity in question.

Remissions for residential visits

There will be no charge for board and lodgings for pupils whose parents are receiving Pupil Premium and Free School Meals. Consideration will be given when families are in hardship which does not make them eligible for Pupil Premium. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities. These may be communicated separately to the initial information sharing.

School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher may consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil. Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher may consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than **£1 per pupil**, this will be paid into the school's account.

Excess expenditure will be subsidised by school monies. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Policy.

Monitoring arrangements

The Headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed **every three years**.

This policy will be taken to the **Summer Resources and Finance Committee** to then be in place for **September**.