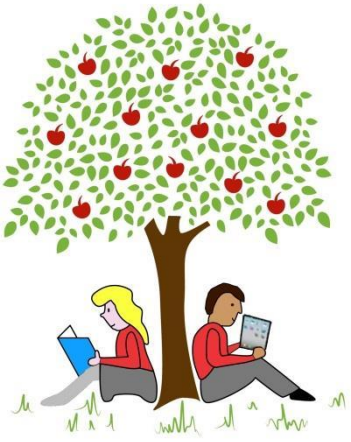
Applecroft School



Charging & Remissions Policy

Person Responsible:	Finance & Business Manager
Review Cycle:	Annual
Reviewed Date:	September 2026
Next Review Date:	September 2027

Charging and Remissions Policy

1) Introduction:

School Vision:
'To be a positive and inspiring community that nurtures each individual and empowers leaders for life.'

School Mission Statement:
'Nurturing Potential, Inspiring Minds, Changing Lives'

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience

Statement of intent
The Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE. The Trust will ensure that this policy is published on their websites and provides each school community with details of activities for which a school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

Legal Framework
This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance including, but not limited to, the following:
• Academies Act 2010
• Education Act 1996
• Children Act 1989
• The Charges for Music Tuition (England) Regulations 2007
• The Education (Prescribed Public Examinations) (England) Regulations 2010
• Freedom of Information Act 2000 • DfE 'Charging for School Activities'
• DfE 'Academy trust governance guide'
• DfE 'What academies and further education colleges must or should publish online'
• The Trust Funding Agreement
• DfE Academy Trust Handbook 2026

This policy operates in conjunction with the following Trust policies:

• Complaints Policy
• Bad Debt Policy
• Freedom of Information Policy
• Data Protection

Policy Definitions
For the purposes of this policy the following definitions will be used:
Charge: a fee payable for specifically defined activities.
Remission: the cancellation of a charge, partly or wholly, which would normally be payable.

Roles and responsibilities
The Trust Board will be responsible for:
• The management of the school's delegated finances
• Ensuring the school acts in accordance with this policy at all times.
• Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
• Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:
• Ensuring this policy is effectively implemented.
• Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
• informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
• Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The School Finance & Business Manager and the School Finance Assistant will:
• Process and record payments for activities, considering any remissions applied.
• Ensure that the correct invoices are sent to parents, and that payment is received.

Charing for Education
We will not charge parents for:

Education:
• Admission applications.
• 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
• Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

Transport

• Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
• Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
• Transport provided for an educational visit.

Residential Visits

• Education provided on any visit that takes place during school hours.
• Education provided on any visit that takes place outside school hours if it is part of the national curriculum, 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 teachers accompanying pupils on visits.

We may charge parents for the following:

Education:

• Materials, books, instruments or equipment, where they desire their child to own them
• Optional extras
• Music and vocational tuition (in certain circumstances)
• Early years provision. Parents can expect to pay for any meals offered by the provider alongside their free entitlement. Parents can also expect to pay for other consumables or additional activities offered by the provider, such as nappies or trips. Parents can also expect to be charged for any additional hours taken above those offered above statutory entitlements.
• Use of community facilities
• Provision of information within the scope of freedom of information. Please refer to the Freedom of Information Policy for further detail of charges.

Optional Extras

• Education provided outside of school time that is not:
    1. Part of the national curriculum.
    2. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
    3. Religious education.
• Transport, other than that arranged by the LA for the pupil to be provided with education
• Board and lodging for a pupil on a residential visit
• Extended day services offered to pupils eg breakfast club or out of school provision

When calculating the cost of optional extras, the school will only consider the following:

• Materials, books, instruments or equipment provided in relation to the optional extra

• The cost of buildings and accommodation
• The employment of non-teaching staff
• The cost of teaching staff (including teaching assistants) 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 tuition in playing a musical instrument, where the tuition is an optional extra.

Applecroft School will not charge more than the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge 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, we will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be based on parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

Music Tuition

We 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 a Looked After Child

Residential Visits

We may charge for board and lodging – but the charge will not exceed the actual cost.

Where a residential visit forms part of the National Curriculum, we will not exclude a pupil because their parent or carer cannot, or refuses to, pay or contribute to the board and lodging charge. We will consider if the costs can be covered from within the budget or by fundraising and seek to reach an agreement with the parent/carer so that the pupil can still take part. In some cases, it may be necessary to cancel the visit.

When we inform parents/carers about a forthcoming visit, we will make it clear that parents/carers who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

Voluntary Contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to contribute, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled, and this will be made clear to parents.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

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 Trustees and will depend on the activity in question.

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 (regardless of annual net income)
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

Children eligible for free school meals (FSM), including under the expanded criteria from September 2026, will also be eligible to have the cost of board and lodging remitted on residential visits. This includes parents/carers whose child is already known to the school to be currently eligible for FSM.

Parents/carers who have no recourse to public funds (NRPF) may be able to receive FSM for their child, subject to maximum income thresholds. Where this is the case, they will also be exempt from paying the cost of board and lodging for residential visits.

Where a pupil becomes newly eligible for FSM after their parent/carer has already paid for board and lodging on a residential visit, we will refund the amount paid provided their child's entitlement is in effect before the visit takes place.

Refunds

School Trip Refunds
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.

If the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. If a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will consider 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 will have the right to refuse to allow the pupil to attend future trips and visits.

If a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will consider 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.

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

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 £5 per pupil.

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 will be able to do so via the Complaints Procedures Policy.

Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.