

# **CHANCERY EDUCATION TRUST**

## **CHARGING & REMISSIONS POLICY**

### **NOVEMBER 2025**

Next Review Date: November 2028

*Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.*

# **Executive Summary of the Charging & Remissions Policy November 2025**

## **1. Purpose and Principles**

- The Trust values educational visits, clubs and residentials as important to pupils' learning.
- All pupils should have equal access, regardless of family financial circumstances.
- The policy ensures a fair, coherent and lawful approach to charging and remissions, based on the Education Act 1996 and DfE guidance.

## **2. Activities the Academy Will Not Charge For**

### **Education**

- Admission to the school.
- Education during school hours, including materials and equipment.
- Education outside school hours when it is part of:
  - The National Curriculum
  - A public exam syllabus the pupil is being prepared for
  - Religious education
- Instrumental/vocal tuition when part of the curriculum.
- Entry fees for prescribed public examinations when the school has prepared the pupil.

### **Transport**

- Transport the local authority is legally required to provide.
- Transport to alternative premises arranged by the school or LA.
- Transport required for an exam for which the pupil has been prepared.
- Transport linked to an educational trip.

### **Residential Visits**

- Education provided on residential visits during school hours or as part of NC / exam prep / RE.
- Supply cover for teachers attending residentials.

## **3. Activities Where Charges May Be Made**

### **Education**

- Materials or equipment where a pupil's family wishes the finished item to be taken home.
- Optional extras (outlined below).
- Music tuition that is non-curricular or requested by the parent.
- Community facilities.
- School meals (except for eligible free-school-meal pupils).

## **4. Optional Extras – What Can Be Charged For**

Optional extras include:

- Education outside school hours not linked to NC, exam prep, or RE.
- Exam entry fees if the pupil has not been prepared for the exam by the school.
- Transport not required for curriculum delivery.
- Board and lodging on residentials.
- Extended day services (breakfast club, after-school club, etc.).

Costs may include:

John Wood School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Materials, books, instruments or equipment.
- Accommodation and buildings.
- Support and teaching staff specifically delivering the optional extra.
- Music tuition delivered as an optional extra.

#### **Charges must:**

- Not exceed the actual cost, divided equally between participating pupils.
- Not subsidise other pupils.
- Have parental agreement.

#### **5. Music Tuition Charges**

- The school may charge for individual or group tuition when requested by parents.
- Charges cannot exceed staffing and provision costs.
- No charge if tuition is:
  - Part of the National Curriculum
  - KS2 whole-class instrumental/vocal tuition
  - For a child looked after by the local authority

#### **6. Residential Visits – Board & Lodging**

- Charges may be made for board and lodging but must not exceed actual cost.

#### **Exemptions**

Parents may qualify for partial or full exemption if receiving any of the following:

- Income Support
- Income-based JSA
- Income-related ESA
- Support under Immigration/Asylum Act 1999
- Guaranteed Pension Credit
- Universal Credit

#### **7. Voluntary Contributions**

- The school may request voluntary contributions for activities.
- Activities may be cancelled if insufficient contributions are received.
- No pupil may be excluded because a parent cannot or will not contribute.

#### **8. Miscellaneous Charges**

The school may charge for:

- Bank charges from bounced payments.
- Lettings of school grounds/premises.
- Replacement security passes for staff.
- Breakages or wilful/negligent damage caused by pupils or staff (up to 100% of cost).

#### **9. Monitoring and Review**

- Policy reviewed every three years (next due Nov 2028).
- Amendments may be made earlier if required, following Committee approval.

John Wood School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# CHANCERY EDUCATION TRUST

## CHARGING & REMISSIONS POLICY

### Purpose and Background

At the Chancery Education Trust we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

All our pupils should have equal opportunities to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents'/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered whilst maintaining a fair and coherent system of charges and remissions within the constraints of the Academy School's budget.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

### Charging

No pupil should have their access to the curriculum limited by charges. However, the Academy School reserves the right to levy a charge in any circumstances permissible under statute as detailed in the following pages.

When charges are to be made the Academy School reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Any parent/carers can make a request to the Headteacher/Principal who can at their discretion agree a one-off exemption.

## **The Academy School will make no charges for:**

### **Education**

- The admission to the Academy School;
- Education provided during Academy 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition for pupils learning as part of the Curriculum, unless the tuition is provided at the request of the pupil's parent;
- Entry for prescribed public examination if the pupil has been prepared for it at the Academy School.

### **Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

### **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 Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

## **Where charges can be made:**

### **Education**

- Any materials, books, instruments or equipment where the child's parent/carer wishes them to be brought home and kept e.g. completed work produced in Design Technology or cookery classes;
- Optional extras (see below);
- Music and vocal tuition, but only where the teaching is not an essential part of either the Curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the Academy School;
- Certain early years provision

John Wood School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Community facilities
- Academy School meals will be charged at the levels recommended by the Caterers. (Apart from pupils who are entitled to Free School Meals – parents/carers are encouraged to take up this entitlement. If parents/carers are entitled to 'Free School Meals' the Academy School needs confirmation from the Local Authority beforehand).

## Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided a charge may be made for providing materials, instruments or equipment.

Optional extras include:

- Education provided outside of Academy School time that is not:
  - i. Part of the Curriculum
  - ii. Part of the syllabus for a prescribed public examination that the pupil is being prepared for at the Academy School; or
  - iii. Part of religious education
- Examination entry fees if the registered pupil has not been prepared for the examination at the Academy School;
- Transport that is not required to take the pupil to school or to other premises where the Academy School 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, tea and supervised homework sessions)

When calculating the cost 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, this includes 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.

The 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. It will not include an element of subsidy for any other pupils wishing to participate in the activity 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 which is to be charged for.

### **Music tuition**

The Academy School 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.

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

### **Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **Exemptions**

Parents/Carers may be partially exempt/exempt from paying the cost of board and lodging if they can prove they are in receipt of the following benefits at the time of the booking.

- 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
- Universal Credit

### **Voluntary Contributions**

The Academy School may request voluntary contributions from parents/carers for the benefit of the Academy School or any Academy School activities. If an activity cannot be funded without voluntary contributions the Academy School will make this clear to parents/carers at the outset.

No child shall be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary

John Wood School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

contributions are raised to fund a visit then it may be cancelled. If a parent/carer is unwilling or unable to pay, their child will still be given equal chance to go on the visit.

### **Miscellaneous Charges**

The Academy School reserves the right, to charge back to parents/carers any bank charges, which arise due to default on payments e.g., bounced cheques.

Charges for the letting of the Academy School grounds or premises can be obtained from the Academy School offices.

Charge at cost will be made for the issue of replacement security passes (Trust Staff Only).

Breakages and replacements as a result of damages caused wilfully or negligently by pupils or staff – up to 100% of the costs will be charged at the discretion of the CEO.

### **Monitoring and Implementation Policy**

The policy is reviewed every three years, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the Charging and Remissions Policy. All proposed changes to this policy would be made following the approval from the Committee.

|                                  | Name          | Date          |
|----------------------------------|---------------|---------------|
| Policy written by                | CFO/CEO       | November 2025 |
| Review by Committee              | F&A Committee | November 2025 |
| Approved by Committee            | F&A Committee | March 2026    |
| Adopted by Governing Board       | LGB           | June 2026     |
| To be reviewed every three years |               |               |
| Review by                        | November 2028 |               |

John Wood School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.