



Charging and Remissions Policy

Date of Policy: Autumn 2025

Review Date: Autumn 2026

Ivingswood Academy

Charging and Remissions Policy

Introduction:

This 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.

Philosophy:

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents/carers financial means.

This policy describes how we will do our best to ensure a good range of visits and activities is offered and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Basic Principles:

Schools and local authorities cannot charge for:

- An admission application to any state funded school
- Education provided during school hours (including the supply of materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus prescribed public examination that the pupil is being prepared for at the school, or 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 pupil's parent
- 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

Schools and local authorities can charge for:

- Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them
- Optional extras(see details below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

Optional extras for which the school can apply a charge:

- Board and lodging for a pupil on a residential visit (e.g. PGL trip)
- Extended day services offered to pupils (e.g. clubs)
- Education provided outside of school time that is not:
 - 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 or
 - c) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

Examples where parents may be asked for a voluntary contribution include:

- Swimming
- Non-residential school trips
- Enrichment activities e.g. external drama group

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Activities for which the school will apply a charge:

Nursery

The school will charge parents for these services, out of school hours, and the scale of charges will be approved by the Trust on an annual basis. **See separate Nursery Charging and Remissions Policy.**

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Finance Committee.

Remissions Policy:

Charges for chargeable activities may be fully or partially remitted for parents of pupils in receipt of;

- Pupil Premium entitlement
- Income Support
- Income based Jobseekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

The Head Teacher or trust may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Extra Curricular Activities run by External Providers:

External providers will set and collect their own charges.

Other charges:

The Head Teacher or trust may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying

Breakages and Damages:

In cases of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Head Teacher or Trust may charge in full or part in respect of a pupil, if they feel it is reasonable in the circumstances

Scale of Charges:

These will be approved by the Trust on an annual basis.

Monitoring Arrangements:

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

This policy will be reviewed by a member of the SLT every year.

At every review, the policy will be approved by the Head Teacher