



King's Group Academies

CHARGING AND REMISSIONS POLICY

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1. Introduction

At King's Group Academies, we believe that high-quality trips, clubs, enrichment opportunities, and wider experiences play an essential role in our students' personal development. We are committed to offering a broad range of activities while ensuring our processes for charging and remissions are fair, transparent, and consistent.

This policy sets out:

- the activities for which charges may or may not be made
- the circumstances where remissions may apply;
- the arrangements for voluntary contributions; and - how requests for financial support will be considered.

We aim to remove unnecessary financial barriers so that all students can benefit from the opportunities we provide.

For the purpose of this policy, any reference to the **Headteacher** shall be deemed to include the **Executive Principal, Executive Headteacher and Principal**, and vice versa.

2. Scope

This policy applies to all pupils and parents/carers of an Academy within King's Group Academies. It should be read by staff involved in planning activities, parents/carers considering contributions or making requests for support, and governors responsible for oversight and approval.

3. Legislation and Guidance

This policy is based on statutory guidance and legislation, including:

- Sections 449–462 of the Education Act 1996
- DfE guidance: *Charging for School Activities* (2018 or subsequent updates)
- The Charges for Music Tuition (England) Regulations 2007
- Section 27(1) Education Act 1996 (use of premises for community purposes)

This policy forms part of our Academy's Funding Agreement and is compliant with the Equality Act 2010.

4. Definitions

Charge: A fee payable for specifically defined activities.

Remission: The cancellation or reduction of a charge which would normally be payable.

Optional extras: Activities or services that are not part of the standard curriculum and may be chargeable.

5. What we Cannot Charge for

a. Education

- Admission applications.
- Education provided during school hours (including materials, books or equipment).
- Education provided outside school hours when it is part of:
 - the National Curriculum,
 - a syllabus for a prescribed public examination for which the pupil has been prepared at the school,
 - religious education.
- Instrumental or vocal tuition if part of the National Curriculum or a public examination syllabus.
- First attempts at prescribed public examinations.

b. Transport

- Transport provided where the local authority has a statutory duty.
- Transport arranged by the Academy to other premises for curriculum delivery.
- Transport needed to meet an examination requirement.

c. Residential Visits

- Education provided during school hours.



- Education provided outside school hours if part of the National Curriculum, a public examination syllabus, or religious education.
- Supply costs for staff accompanying the visit.

6. What we Can Charge for

a. Education

- Materials, books or equipment where parents/carers wish their child to own them.
- Optional extras (see 6.2).
- Music and vocal tuition (see 6.3).
- Examination resits where a pupil fails, without good reason, to meet examination requirements.
- Certain early years provision.
- Community use of facilities.

b. Optional Extras

Optional extras may include:

Education outside school hours not part of:

- the National Curriculum.
- a public examination syllabus.
- religious education.
- Examination entry fees where the pupil has not been prepared for the exam at school.
- Transport not required for statutory or curriculum purposes.
- Board and lodging on residential visits.
- Extended day provision (including breakfast club, after-school club, supervised homework sessions).

Calculating the Cost of Optional Extras:

Charges may include:

- materials, books, instruments or equipment.
- staffing costs (including supply staff employed for the activity).
- accommodation or building costs.
- transport.

Charges will:

- not exceed the actual cost of providing the activity.
- be divided equally among participants.
- not include subsidies for other pupils.

Parental agreement is required before an optional extra is provided.

c. Music Tuition

Charges may apply where tuition is:

- requested by parents/carers.
- delivered individually or to small groups.
- additional to curriculum requirements.

Charges **will not** be made when tuition:

- forms part of the National Curriculum.
- is provided under KS2 whole-class instrumental/vocal programmes.
- is for pupils who are looked-after by a local authority.

d. Residential Visits (Board and Lodging)

We may charge for board and lodging for residential visits. Charges: - will not exceed actual costs and will be communicated clearly in advance.

Trips may be cancelled if they are not financially viable.

7. Materials, Equipment and Ingredients

Parents/carers may be asked to contribute towards: - materials or ingredients for practical subjects such as Design Technology or Food Technology when the finished product is to be taken home; - optional or additional resources that pupils choose to use.

Parents/carers are responsible for supplying school uniforms and PE kits.



8. Examination Fees

We will not charge for:

- first attempts at prescribed public examinations for which the pupil has been prepared at school.

We **may** charge for:

- exams for which the pupil has not been prepared at school.
- resits where a pupil fails, without good reason, to meet exam requirements.
- In exceptional circumstances (e.g. illness), fees may be covered by the Academy. Clear medical evidence will be required.

9. Community Users

The Academy may make its facilities available to community groups, organisations, and external users. Charges will be set in line with the Academy's lettings policy and must cover at least the full cost of use.

10. Voluntary Contributions

We may request voluntary contributions for activities such as:

- educational visits.
- enrichment workshops.
- equipment or enhancements not covered by the school budget.

Voluntary means:

- there is no obligation to contribute.
- pupils will not be treated differently if a contribution is not made.

However, activities may be cancelled if insufficient contributions are received and no alternative funding source is available.

11. Damaged or Lost Property

Parents/carers may be charged for:

- deliberate or careless damage to Academy property.
- loss or damage to loaned items such as textbooks, devices, or equipment.

The Academy will support attempts to recover lost property but cannot reimburse for lost items.

12. Remissions

In some circumstances, charges may be reduced or waived at the discretion of the Headteacher.

a. Residential Visits – Statutory Remission

Parents/carers who can prove they are in receipt of one of the following benefits are entitled to board and lodging remissions:

- Income Support.
- Income-Based Jobseeker's Allowance.
- Income-Related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Guaranteed Element of State Pension Credit.
- Child Tax Credit (without entitlement to Working Tax Credit and with income below £16,190).
- Working Tax Credit run-on.
- Universal Credit with annual household income below £7,400 (after tax, excluding benefits).

b. Additional Remissions

Additional support may be provided for:

- pupils eligible for Pupil Premium.
- looked-after children.
- families in exceptional hardship.

Applications must be made in writing to the Headteacher and will be treated confidentially.



13. Refunds for trips and activities

Refunds will be issued where external providers return funds to the Academy or where the Academy cancels an activity. Absence from an activity does not automatically entitle a refund and medical proof will be required. Refunds will normally be processed via the Academy's payment system.

14. Responsibilities

Trustees

- Approves the Trust-Wide Charging and Remissions Policy

Headteacher

- Ensures staff are aware of and apply the policy consistently.
- Considers and approves remission applications.

Business Manager

- Monitors compliance with the policy.
- Ensures accurate financial record-keeping.

Staff

- Apply the policy fairly and consistently.
- Seek clarification when needed.

Parents/Carers

- Raise queries or concerns regarding charges or remissions.

15. Monitoring and Compliance

The Business Manager will monitor the implementation of this policy. Financial records of charges, remissions, and voluntary contributions will be reviewed periodically. This policy will be reviewed annually and approved by the Trustees.

16. Links to other policies

This policy should be read alongside:

- Educational Visits and Trips Policy
- Finance Policy
- Lettings Policy
- Equality Policy