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Shropshire Church of England Academies Trust

Charging & Remissions Policy

Presented & Approved by Trust Board	11/06/2026
Name of Chair of Trust Board	Malcolm Maclean
Date Signed	
Version	2.0
Date of Next Review	

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V1.0	08/04/25	Document creation	N/A
V2.0	11th June 2026	Annual review	Removal of references to Executive Headteacher

1.0 AIMS OF THE POLICY

Shropshire Church of England Academies Trust (The Trust) believes that pupils in all of our schools should have an equal opportunity to benefit from school activities and visits independently of their parent's/carer's financial means.

The Trust has established the following policy and procedures to ensure that no child is discriminated against by our schools' offering of school trips, activities and other educational extras.

2.0 BACKGROUND TO THE POLICY

Sections 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for school activities.

The Trust is committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

3.0 CHARGING FOR EDUCATION

3.1. We will not charge parents for:

3.1.1. Admission applications;
3.1.2. Education provided during school hours;
3.1.3. 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;
3.1.4. Instrumental or vocal tuition, unless provided at the request of the pupil's parents;
3.1.5. Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
3.1.6. Examination re-sits, if the pupil is being prepared for the re-sits at the school.

3.2. We may charge parents for the following:

3.2.1. Materials, books, instruments or equipment, where they desire their child to own them;
3.2.2. Optional extras;
3.2.3. Music and vocational tuition;

3.2.4. Use of community facilities;
3.2.5. Certain early years provision (e.g. additional hours in a Nursery class beyond those for which the school receives Government funding).

4. Optional Extras

4.1.We may charge parents for the following optional extras:
4.1.1. Education provided outside of school time that is not:

- Part of the national curriculum;
- Part of a syllabus for a prescribed public examination that the pupil
- is being prepared for at the school;
- Religious Education.

4.1.2. Examination entry fees where the pupil has not been prepared for the examinations at the school:
4.1.3. Transport, other than that arranged by the LA for the pupil to be provided with education
4.1.4. Board and lodging for a pupil on a residential visit
4.1.5 Extended day services offered to pupils

4.2.When calculating the cost of optional extras, the school will only take into account the following:
4.2.1. Materials, books, instruments or equipment provided in relation to the optional extra;
4.2.2. The cost of buildings and accommodation;
4.2.3. The employment of non-teaching staff;
4.2.4. The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra;
4.2.5. The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

4.3. The Trust will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

Parent should note that the cost of all activities will be totally non-profit making and requests for voluntary contributions will be based on actual costs to the school divided by the number of pupils expected to participate (once any appropriate school subsidy has been deducted). It should be noted that this simple calculation of costs, because of school location, class size, or even the location visited having different costs rates at different times of the year, may vary from school to school or even class to class for what appears to be a similar visit. Parents should be assured that all efforts are made to keep costs of visits to a minimum.

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.

4.4. Participation in any optional activity will be on the basis of parental choice and a

willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

5. Examination fees

5.1.We reserve the right to charge for examination fees if:

5.1.1. The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was **not** prepared for it at the school;

5.1.2. The examination is not on the prescribed list, but the school arranged for the pupil to take it at a parent/carer's request;

5.1.3. A pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the fee.

6. Examination re-sits

6.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee.

6.2. If parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent will have their fees refunded.

7. Voluntary contributions

7.1. Schools within the Trust 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 make a contribution and notify parents whether assistance (remission) is available.

7.2. 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.

7.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions. Where possible, use of specific grant funding (such as the Sports Premium) will be utilised if the activity supports better progress for a child.

8. Music tuition

8.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. 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.

8.2.The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

9. Transport

9.1.We will not charge for:

9.1.1. Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport;

9.1.2. Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated;
9.1.3. Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school;
9.1.4. Transport provided for an educational visit.

10. Residential Visits

10.1. We will not charge for:
10.1.1. Education provided on any visit that takes place during school hours;
10.1.2. 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;
10.1.3. Supply teachers to cover for teachers accompanying pupils on visits.

10.2. We will charge for board and lodging – but the charge will not exceed the actual cost.
10.3. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of an income related employment and support allowance. (See Remissions section below)

11. Education partly during school hours

11.1. If 50% or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
11.2. If less than 50% of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity 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.
11.3. Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.
11.4. The remission of charges for board and lodging payments is the responsibility of the school and any remission of costs granted are to be paid from the school budget.

12. Damaged or lost items

The Trust may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Each case will be reviewed on an individual basis.

13. Early Years Provision

A charge will be made to cover the cost of providing Early Years Education in excess of the child's hours funded by Government Funding. In setting the level of charge/s and allocating places Governors in each school will have regard to the DFE guidance (from April 2025) on charging.

14. Remissions

The Trust believes that all pupils should have equal opportunities to benefit from school activities and visits both curricular and extra-curricular, independently of their parent's/carer's financial means. To that end each local governing body has agreed that in circumstances of family hardship they will invite parents to apply, in absolute confidence, for remittance of charges in part or in full.

Pupils may be eligible for a remission of charge if their parent/carer is in receipt of at least one of the following:-

- 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
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria; the Headteacher/Head of School may use their discretion to remit charges in part or in full.

If a parent/carer wishes to apply for a remission of charge they should complete the form below (Appendix 1) or you can request a printed copy of the form from the school office. Authorisation for such remission will be made by the Headteacher/Head of School and the nominated governor with responsibility for monitoring Pupil Premium. The decision of the Headteacher/Head of School and/or nominated Governor will be final.

Appendix 1 – Application Form for the Remission of Charges

SHROPSHIRE CHURCH OF ENGLAND ACADEMIES TRUST

APPLICATION FORM FOR REMISSION OF CHARGE

To apply for a remission of a charge a parent/carer should complete this form with the following information:

Family name of Parent/Carer			Mr/Mrs/Miss/Ms/Dr/other…….		
Forename/s			Relationship to pupil		
Full Postal Address					
Postcode		Phone No.		Mobile No.	

Name of Child's School:	

Please give details below of each dependent child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity		Date of Activity	
Please state the reason(s) why you are requesting remission (continue over if necessary):			

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant …… Date …….

Please return the completed form to the school office in an envelope addressed to the Executive Headteacher and marked confidential.

For School use only

Remission approved?	Yes / No	Reason
Signed by		
Position		
Date		