



Charging and Remissions Policy

Reviewed by:	Chief Operating Officer
Last reviewed on:	July 2026
Next review due by:	July 2027
Approved by:	Finance Committee, VLT Trust Board
Date Approved:	21 st July 2026

1. Introduction and Aims

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Our trust aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and Guidance

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.

This policy complies with our funding agreement and articles of association.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 Trust Board

The Directors have overall responsibility for approving the charging and remissions policy and for monitoring the implementation of this policy.

4.2 Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

4.4 Parents and Carers

Parents/Carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- Education provided during school hours
- 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 or religious education
- 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

5.2 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

5.3 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, a syllabus for a prescribed public examination that the pupil is being prepared for at the school or religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of the National Curriculum, a syllabus for a prescribed public examination that the pupil is being prepared for at the school or 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 or governing board 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 and after-school clubs)

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, such as the cost of buildings and accommodation, non-teaching staff, teaching staff engaged under contracts for services purely to provide an optional extra (including 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

Any 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.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents 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.

6.3 Music tuition

Schools 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

6.4 Residential visits

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

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Educational visits
- Sporting activities

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

8. Activities we charge for

The school will charge for the following activities:

- Breakfast and after school club
- Wraparound care
- Extra-curricular activities
- Sporting activities
- Visits to the theatre
- Educational visits (also known as school trips)
- Residential visits

- Musical events and tuition
- School meals
- Lost school equipment
- Breakages and damages to school buildings, furnishings or property

For regular activities, the charges will be determined by the Headteacher in consultation with the Governing Board. Charges are reviewed regularly. Parents/Carers will be informed of the charges annually.

9. Remissions

In some circumstances, the school may remit charges for items or activities set out in sections 6 and 8 of this policy. Remissions are available only to pupils who meet the eligibility criteria set out below.

9.1 Qualification for remission

In order to remove financial barriers from disadvantaged pupils, the Trust Board has agreed those who are eligible for **Pupil Premium** will receive the following support

- Extra-curricular activities and educational visits, where charges can legally be made, will be offered at no charge.
- Residential visits will be charged at 50% of the determined rate

Pupil Premium eligibility: Eligibility determined in accordance with the Department for Education's Pupil Premium criteria. This includes pupils who are eligible for benefits-related Free School Meals, pupils who have been looked after by a local authority for one day or more, pupils who have left local authority care through adoption, a special guardianship order, a child arrangements order or a residence order, and Service children who meet the Department for Education's Service Pupil Premium criteria. Unless otherwise stated, references to Pupil Premium within this policy relate to eligibility for financial remissions and subsidies.

Universal/Expanded Free School Meals (FSM): An entitlement to receive a free school meal under the Government's Universal or Expanded Free School Meals schemes. These children are not eligible for subsidy under section 9.

Eligibility for remission is based on Pupil Premium eligibility only.

Charges will still apply for breakfast and after school clubs, wraparound care, lost school equipment and breakages and damages to school buildings, furnishings or property.

9.2 Additional considerations

The Trust Board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. In support of this commitment, the Trust will endeavour to:

- Offer parents/carers the option to pay by instalments for any activity or educational visit costing more than £30.
- Provide parents/carers with as much advance notice as possible of planned educational visits to allow sufficient time for budgeting and payment.
- Carefully monitor and limit the number of educational visits taking place across the academic year to help manage cumulative costs for families.
- Plan educational visits throughout the year to ensure they are distributed as evenly as possible across the academic calendar, avoiding periods of concentrated expense.

10. Subsidy arrangements

A fair and transparent subsidy arrangement is in place across the Trust.

All educational visits are costed to reflect a standard trust contribution. The Trust Board has agreed the following standard subsidies for all children who do not qualify for Pupil Premium:

- Educational visits – 20% subsidy (to the nearest pound)
- Residential visits – 10% subsidy (to the nearest pound)

Additional remissions set out in Section 9 apply only to pupils who are eligible for Pupil Premium.

11. Monitoring arrangements

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

This policy will be reviewed annually, as recommended by the DfE. At every review, the policy will be approved by the Finance Committee of the Trust Board.