Charging and Remissions Policy for Educational Activities

Trust Lead:	**Chair of the Trust**
Nominated Lead Member of Staff:	**Executive Head/Headteacher**
Status	**Statutory**
Last Review Date:	**September 2026**
Next review date:	**September 2028**

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. Academies are required to comply with this Act through their funding agreements.

The aims of this Charging and Remission for School Activities Policy are 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 be made.

Where an issue arises that is not specifically dealt with within this Policy, decisions will be made which are in line with the spirit of the Policy and of the two sources detailed above.

The Trust Board recognises the valuable contribution the wide range of additional activities, including clubs and visits, can make towards a student's education. The Trust Board aims to promote and provide such activities as part of a broad and balanced curriculum for the students at the School and as additional optional activities.

1. Charging Policy

There are two types of financial contributions which parents can be asked for in relation to educational activities:

- **Permitted Charges:** defined as a compulsory payment which the School is entitled to levy in certain circumstances.

- **Voluntary Contributions:** defined as a payment which parents may be asked for to cover the cost of certain optional activities, including the majority of educational visits which take place during term time. No student will be prevented from participating in an activity on the grounds that parents cannot or will not make such a contribution, but if insufficient funding is available, the activity may well be cancelled unless it is a requirement of the curriculum of a public examination course.

In line with current legislation, the Hamblin Education Trust will not charge for:

- Admission applications to our schools.
- All aspects of the National Education Curriculum provided during school hours.
- The provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for. However, parents may be asked to contribute voluntarily towards the costs of materials or ingredients where the finished product will then be owned by the student.
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the School, or part of religious education.
- Tuition for students learning to play musical instruments (individually or in groups) if the tuition is required as part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the School.
- Entry for a prescribed public examination, if the student has been prepared for it at the School.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the School (except where the request for the re-sit is made solely by the parent/carer and not the School)
- Transporting registered students to or from the School premises, where the local authority (LA) has a statutory obligation to provide transport.
- Transporting registered students to other premises where the School or LA has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when s/he has been prepared for that examination at the School.
- Transport provided in connection with an educational visit.
- The costs of travelling to and from home when students are on work experience which are met by parents/carers.
- Non-residential school trips and visits that take place substantially (50% or more) during school hours. A contribution towards the costs will be requested but parents are under no obligation to contribute.

The Hamblin Education Trust reserves the right to make a charge for optional extra activities organised by our schools, in the following circumstances:

- Education provided outside of school time that is not:
  1. part of the national curriculum
  2. part of a syllabus for a prescribed public examination that the student is being prepared for at the School.
- Examination entry fee(s):
  1. if the student has not been prepared for the examination(s) at the School
  2. if the student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

3. If, without a medical certificate to explain the reason, a student fails to complete examination requirements for any public examination for which the School has paid an entry fee, the School may seek to recover the fee from the parent/carer.
4. there may be a charge for examination entry where there is a request from the parent/carer for additional subject entries to be made or for a module or a whole examination to be re-taken.

- Transport (other than transport that is required to take the student to school or to other premises where the Local Authority/Governing Body have arranged for the student to be provided with education).
- Board and lodging for a student on a residential visit.
- Extended day services offered to student (for example breakfast club, after-school clubs, and supervised homework sessions).
- Any materials, ingredients, books, instruments, or equipment where the student's parent/carer wishes him/her to own them (or the final product).
- Instrumental or vocal tuition (individually or in groups), if it is outside the scope of the national curriculum or outside the requirements of a public examination that the student is being prepared for in school.
- Library books which have been borrowed but not returned within the prescribed period.
- Acts of vandalism and negligence – our schools reserve the right to recover part or the whole cost of damage to buildings or equipment which is the result of vandalism or negligence by a student.

2. R**emissions**

In order to remove financial barriers from disadvantaged students, the Hamblin Education Trust has agreed that some activities and visits where charges can legally be made, will be offered at no charge or a reduced charge to parents/carers in particular circumstances.

Charges may be remitted in full or in part to parents/carers after considering specific hardship cases. The Trust invites parents/carers to apply to their school, in the strictest confidence, for the remission of charges in part or in full. The Headteacher in each school holds discretion to authorise remission.

Where non-chargeable education is provided during a residential visit, the parents of a student who is eligible for Free School Meals will receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings. Remission will not apply to charges where they relate to activities wholly outside school hours unless the activities are prescribed in a specification for a public examination or prescribed by the curriculum.

3. Voluntary Contributions

Nothing in either legislation or the Trust's Charging Policy precludes our schools from inviting parents/carers to make voluntary contributions. Our schools should make it clear that such contributions are entirely voluntary, that children of parents/carers who do not contribute will not be discriminated against.

4. Educational Visits

Educational visits fall into three main categories:

• **Type A** – a visit which takes place largely* or entirely during the School day and which may enhance the curriculum of a public examination course. A Type A visit will be organised on the basis of voluntary contributions and no compulsory charge will be made.

• **Type B** – a visit which takes place largely* or entirely outside school time. A Type B visit will usually be subject to a charge. This charge will not exceed the cost (including administration costs) of the visit.

• **Type C** – a residential visit taking place largely or entirely during school time where a compulsory charge will only be made for board and lodging. Where charges are not made but where contributions need to be requested to ensure financial viability of the trip or activity, information sent out to parents will include the following statement: -

"We wish to make it clear that if the visit takes place, no student will be denied participation on the grounds that no contribution has been made on their behalf. However, please be aware, if insufficient contributions are made, we will be unable to proceed with the trip."

5. Funds or Development Funds within the Trust

Contributions to the Schools are requested from parents each year for a school fund to cover the cost of some additional items (for example, school publications such as the School magazine) or to subsidise extra-curricular activities. These contributions are purely voluntary, and a student will not be excluded from any activity because their parents have not contributed. The donations for school funds and to the Parent Associations are used to fund items such as guest speakers, various societies, clubs, performances, concerts, unforeseen occurrences on school trips, workshops, school sport and school event subsidies.

In the case of Altrincham Grammar School for Boys, voluntary requests for the capital fund are made directly by AGSB Annual Fund (which is a registered charity – EW22117) for the improvement of school facilities at AGSB.

6. Activities for which charges are made

6.1 Music Tuition

A school levies charges in respect of music tuition if the teaching is not an essential part of either the curriculum or a public examination specification being followed by the student.

6.2 Examination Entries, Resits and Re-Marks

• A charge may be levied for examination entries where the School has not prepared the student for the examination

• A charge will be levied for pupils re-sitting an examination

• A charge will be made for the remark of an examination paper, unless the Headteacher, in special circumstances, wishes to have the papers of a number of students remarked. If, as a result of the remark, the exam board refunds the charge it will be repaid to the parents in full.

• A charge will be levied where a student fails, without good reason, to attend the examination or meet other essential requirements of the course.

6.3 Photocopying

A charge will be made for photocopying requested by a student or an associated body of the School e.g. Parents' Association.

6.4 Damage/Loss to Property

A charge will be levied in respect of loss, neglect or damage to School property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7. Insurance

A charge per pupil for insurance is added to all trips. If a trip is deemed at risk to require additional insurance that is charged as part of the trip cost.

8. Recovery of Charges

The School will seek to recover charges which remain outstanding from parents.