



# Charging and Remissions Policy

2026- 2027

<b>Compiled/ Reviewed and Updated</b>	<b>Author:</b> Pauline Montalto	<b>Date:</b> February 2026
<b>Approval By:</b> S Marooney MBE – Executive Team	<b>Approval Date:</b> <b>02 Feb 2026</b>	<b>Review Date:</b> February 2027

# Contents

Purpose and Legislation	3
Definitions	3
Headteachers	3
Staff	3
Parents/Carers	4
Where charges cannot be made	4
Where charges can be made	4
Voluntary Contributions	6
Remissions	6
Charging and Remissions Procedures	7
Insurance	7

## Purpose and Legislation

Throughout this policy, the term "parents" and/or "carers" means all those having parental responsibility for a child.

This policy outlines the Durrington Multi Academy Trust (DMAT) approach to charging and remissions. Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities maintained by local authorities in England.

DMAT recognises the valuable contribution that a wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards a pupil's all-round educational experience, and their personal and social development.

DMAT schools aim 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

## Definitions

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

The Local Committee in each school has overall responsibility for monitoring the implementation of this policy.

## Headteachers

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

## Staff

Staff are responsible for:

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

## Parents/Carers

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

## Where charges cannot be made

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

- Admission applications
- Education provided during school hours, including the supply of any materials, books, instruments or other equipment
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 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
  - 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
- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Local Committee or Local Authority has arranged for pupils to be educated

## Where charges can be made

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

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- 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

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
  - 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 LA or Local Committee 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, after-school clubs, tea and supervised homework sessions)

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
- 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
- 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/carers are unwilling or unable to pay the full charge.

Should the activity take place during school hours the cost cannot include the cost of alternative provision for pupils who do not wish to participate and are provided alternative provision

Participation in such activities is based on parental choice and a willingness to meet the charges. Parental agreement is therefore a pre-requisite for the provision of an optional extra where charges will be made.

Schools can charge for vocal or instrumental tuition as an optional extra if it is provided at the request of the pupil's parent/carer.

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

## **Voluntary Contributions**

As an exception to the requirements set out in the [Where charges cannot be made](#), section of this policy, schools are able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Nothing in this policy statement precludes our schools from inviting parents to make voluntary contributions. Our schools should make clear that such contributions are entirely voluntary, and that children of parents who do not contribute will not be discriminated against. Our schools will also make it clear that if insufficient contributions/ funds are raised, the activity may have to be cancelled. **There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.**

## **Remissions**

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

Where parents of a child are in receipt of certain benefits the school may remit a contribution to the cost of board and lodgings for the residential activity that it organises for the child, if the activity is deemed to take place within the school hours, or where it forms part of the National Curriculum. In other circumstances, there may be cases of family hardship which make it difficult for children to take part in particular activities for which a charge is made. The school may take this into account. When the school has arranged a chargeable activity, parents can apply in confidence for the remission of charges in part or in full.

Benefits for which remission will be considered include:

- 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 – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

## **Charging and Remissions Procedures**

- Staff organising a trip, club or activity will notify parents in advance regarding any likely costs. Communication between staff organiser and parents will include details of the remission arrangements.
- The organising member of staff, in agreement with the school's administration and/or finance teams, will set out the arrangements for collection of costs to parents
- The organising member of staff will agree the process for the collection of monies with the school's administration and/or finance teams
- Collection of unpaid or late monies will be the responsibility of the school's administration and/or finance teams
- The school's administration and/or finance teams will keep accounts of all trips, clubs, or activities.

## **Insurance**

Any insurance costs will be included in charges made for trips or activities.