CHARGING AND REMISSIONS POLICY

Approved by:	TCAT Trust Board	**Date:**	17 December 2025
Last reviewed on:	December 2025		
Next review due by:	December 2028		

1. INTRODUCTION

1.1 This policy is concerned with the charging, to parents/carers, for certain activities where no additional funding is made available to the Trust or its academies. As a Trust, we try to make activities accessible to all students regardless of family income and to encourage and promote external activities which give added value to the curriculum.

1.2 The Trust Board and each school's Local Governing Body recognises the valuable contribution that additional activities including clubs, trips and residential experiences can make towards students' all round educational experience and their personal and social development. We aim to promote and provide such activities as part of a broad and balanced curriculum for all students attending TCAT schools. We endorse the guiding principles of the Education Act 1996 particularly that no child should have his/her access to the curriculum limited by charges.

1.3 All students are entitled to full access to the compulsory curriculum, regardless of parents/carers capacity to pay. No student will be disadvantaged due to financial hardship.

2. Legislation

2.1 Legislation restricts the types of activity that the Trust is allowed to charge parents/carers for. Under the terms of the Education Act 1996, academies are required through their funding agreements to comply with the law on charging for school activities and set out their policies on charging and remission for school activities and school visits. This policy is in line with the Department for Education Charging for School Activities guidance.

2.2 Education provided during school hours must be free – the definition of education includes materials, equipment and transport provided in school hours by the Trust to carry students between an academy and an activity. By law, students must not be charged for activities that form part of the normal school day, but the Trust may invite parents and carers from time-to-time to make a voluntary contribution to the Trust's work, to allow activities or experiences to be offered, which otherwise might not be possible.

3. Details of Charges

3.1 The Trust may invite parents/carers from time-to-time to make a voluntary contribution to the academy's work, to allow the offer of activities or experiences which otherwise might not be possible. The Trust delegates the details of the charges to academy Headteachers/Principals, in discussion with finance, but must never exceed the at cost principal as set out in the Academy Trust Handbook.

3.2 In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make a contribution

- That students will not be treated differently according to whether or not their parents/carers have contributed to the planned activity
- That if there are insufficient contributions received to cover the cost of including all students who wish to participate, the activity will not go ahead.

3.3 Where an activity takes place outside of academy hours and does not form part of the curriculum or examination syllabus, this is classed and an optional extra and parents/carers can be asked to meet the full cost of these activities.

3.4 The Trust may ask parents/carers to meet the cost of the activities detailed in the table below.

The charges will:

- Be determined by the academy Headteacher/Principal, but made after consultation with parents/carers where indicated
- Not exceed the cost of the provision
- Be set after an assessment of the profitability of any new activity and to ensure the recovery of overheads
- Be proportional for each student.

Activity	Note
Trips, Visits and Activities	The full cost to each student for any activities deemed to be optional extras taking place outside school hours; that is not part of the national curriculum, a syllabus for a prescribed public examination or part of religious education. This includes residential visits where a charge will be made for the cost of board, lodging, travel costs entrance fees and insurance. During Academy time the transport, board and lodging element of a residential experience and cost of additional activities which are deemed to be optional extras. Details of any trip, visit or activity considered to be an optional extra will be communicated to parents/carers as early as possible to allow for consideration and financial planning. Costs are kept to a minimum and are calculated with the best information at the time.
Voluntary Contributions	Individual academies may ask parents/carers for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents/carers are under no obligation to make any contribution and students of parents/carers who are unable or unwilling to contribute will not be discriminated against. The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made the

	activity may have to be cancelled and refunds will be given.
Materials	Parents/Carers may be asked to make contributions towards the cost of ingredients and materials for products made by their children during the academy day, should they wish to own the final product e.g. food technology, design technology, art etc.
Examination Fees	Where a student fails without good reason to sit an exam the academy may seek to recover the entry fee after discussion with parents/carers. There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy or in cases where the Academy believes for educational reasons the student should not be entered. Where a parent/carer requests a revision of an examination result, the parent/carer is liable for any charge made by the examination board.
Individual/Group Instrumental Tuition	Although the law states that, in general all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The cost for providing individual/group instrumental tuition is subsidised and will not exceed the cost of provision. Children in care and as well as children who are in receipt of free school meals and/or pupil premium, who wish to have instrumental tuition, are entitled to free tuition.
Breakages, vandalism, loss, repairs and replacements as a result of damage caused wilfully or negligently by a student	Charges may be made after consultation with parents/carers and will not exceed total replacement/repair costs.
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the academy, beyond any element covered by public funding.

4. Lettings

4.1 The Trust may make its facilities available to outside users and the community at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Trust.

4.2 Facilities will only be let where they are not needed for the purpose of education during that time and under no circumstances will lettings be subsidised from resources provided for the education of students. Hirers will need to demonstrate that they have adequate insurance provision for compensating the Trust for any damage they cause. They must also leave the facilities in a clean and tidy state, otherwise an additional fee for cleaning may be charged.

5. Fundraising and Sponsorship

General fundraising and sponsorship from a variety of sources may be used to allow additional activities to take place. Any fundraising activity will make the purpose of the fundraising clear to those who may wish to contribute.

6. Remission of Charges

6.1 The Trust firmly believes that all students should have the same opportunity to experience the optional activities of the Trust. The Trust recognises the financial challenges faced by parents/carers on low incomes in meeting the cost of educational activities for children.

6.2 Parents/carers that find themselves in financial difficulties and who have students at one of our academies in receipt of free school meals and/or pupil premium may apply in confidence to that academy for financial support with optional activities. Remission of charges in part or in full will be authorised by the Headteacher/Principal.

7. Refunds

7.1 It is the academy's responsibility to ensure that all letters to parents/carers in respect of educational visits make clear the elements of any payments requested from parents that are non-refundable and the terms and conditions that apply to any payments to be made to third party organisations.

8. Version Control

Version Number	Purpose/Change	Author	Approval	Date
1	Policy first developed as a Trust wide policy.	M Dobrianski Chief Operating Officer	Trust Board	14/12/2023
2	Policy reviewed no amendments required.	M Dobrianski Chief Operating Officer	Trust Board	17/12/2025