



# Charging and Remissions Policy

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***Together, pursuing life in all its fullness***

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The electronic version is the definitive version of this document.

## **CONTENTS**

- 1. INTRODUCTION**
- 2. ROLES AND RESPONSIBILITIES**
  - 2.1. THE BOARD OF DIRECTORS**
  - 2.2. ACADEMY HEADTEACHERS**
  - 2.3. STAFF**
  - 2.4. PARENTS**
- 3. CHARGES WILL NOT BE LEVIED FOR**
  - 3.1. EDUCATION**
  - 3.2. TRANSPORT**
  - 3.3. EDUCATIONAL VISITS**
- 4. CHARGES MAY BE LEVIED FOR**
  - 4.1. EDUCATION**
  - 4.2. OPTIONAL EXTRAS**
- 5. VOLUNTARY CONTRIBUTIONS**
- 6. REMISSIONS**
  - 6.1. REMISSIONS FOR RESIDENTIAL VISITS**
- 7. MONITORING ARRANGEMENTS**

## 1. INTRODUCTION

The aim of this document is to set out The Diocese of Coventry Multi Academy Trust policy for charging and remissions including the types of activity that can be charged for and when charges will be made.

A charge is a fee payable for a specifically defined activity. A remission is the cancellation of a charge which would normally be payable.

This policy is based on Department for Education guidance on charging for school activities and the Education Act 1996 sections 449-462 regarding 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.

## 2. ROLES AND RESPONSIBILITIES

### 2.1. The Board of Directors

The Board of Directors of the Diocese of Coventry Multi Academy Trust have overall responsibility for this policy.

### 2.2. Academy Headteachers

Academy Headteachers and Heads of School are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Headteachers must report any breaches of this policy to the CFO.

### 2.3. Staff

Staff are responsible for implementing the policy consistently.

Academy based staff must report any breaches of this policy to their academy's Headteacher.

Centrally based staff must report any breaches of this policy to a member of the Trust Leadership Team, who must report it to the CFO.

### 2.4. Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding this policy.

## 3. CHARGES WILL NOT BE LEVIED FOR

Diocese of Coventry Multi Academy Trust academies will not charge for the following:

### 3.1. Education

- Admissions applications
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside academy hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination being prepared for at the academy or part of Religious Education.

- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.
- Entry for a prescribed public examination if the pupil has been made prepared for it at the academy.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy.

### 3.2. **Transport**

- Transporting registered pupils to or from the academy premises, where the Local Authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the academy 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 academy.
- Transport provided in connection with an educational visit.

### 3.3. **Educational Visits**

- Education provided on any visit that takes place during academy hours.
- Education provided on any visit that takes place outside academy hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination being prepared for at the academy or part of Religious Education.
- Supply teachers to cover for those teachers who are absent from the academy accompanying pupils on an educational or residential visit.

## 4. CHARGES MAY BE LEVIED FOR

Diocese of Coventry Multi Academy Trust Academies may charge for the following:

### 4.1. **Education**

- Any materials, books, instruments or equipment where the child's parent/carer wishes him or her to own them.
- Materials or ingredients required for practical subjects (e.g. cooking) where the finished product will be owned by the pupil / family.
- Optional Extras (see below).
- Music and vocal tuition where it is an optional extra (see below).
- Certain early years provision.
- Community Facilities.
- Any damage or loss of school property where this is as a result of a deliberate or negligent act of a pupil.

### 4.2. **Optional Extras**

- School meals except for pupils in receipt of Free School Meals or Infant Free School Meals (years R, 1 and 2).
- Education provided outside academy hours that is not part of the national curriculum; a syllabus for a prescribed public examination being prepared for at the academy or Religious Education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy.
- Transport other than that required to take registered pupils to or from the academy or to other premises where the local authority / academy has arranged for the pupil to be provided with education.

- Board and lodging for residential visits (the charge must not exceed the actual cost) for residential visits deemed to be during academy hours and the full costs of residential visits outside of academy hours, defined as follows. If the number of school sessions (defined as 2 per academy day) taken up by the visit is greater than 50% of the number of half days (defined as periods of 12 hours ending with noon or midnight on any day) spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).
- 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 / carer, unless the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme. Charges cannot be made for vocal or instrumental tuition for a pupil who is looked after by a local authority.

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provide 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 engaged specifically to provide the optional extra).
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition on plying a musical instrument, or vocal tuition, where the tuition is an optional extra.

Note also that:

- 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 parent /carers are unwilling or unable to pay the full charge.
- Parental / carer agreement is necessary for the provision of an optional extra which is to be charged for.
- Fees for optional extras must be received in advance of the activity taking place, save for exceptional circumstances.
- If a parent / carer cancels a previously agreed activity, such as a residential visit, the academy reserves the right to forfeit the return of any deposit.
- In cases where a small proportion of the activity takes place during academy hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.
- If 50% or more of the time spent on an activity (including travel) occurs during academy hours, it is deemed to take place during academy hours. Where less than 50% of the time spend on an activity falls during academy hours, it is deemed to have taken place outside academy hours.

## 5. VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested form parents / carers to fund activities during academy hours which would not otherwise be possible, such as trips and sports activities

and transport for swimming lessons. If the activity cannot be funded without voluntary contributions, this should be made clear to parents / carers at the outset.

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 unable to pay. If the academy is unable to raise enough funds for an activity or visit then it will be cancelled and any monies returned to parents / carers.

## **6. REMISSIONS**

In some circumstances the academy may not charge for items or activities set out in this policy, this will be at the discretion of the Headteacher and will depend on the activity in question.

Pupil Premium funds may be used to enable pupils in receipt of these funds to participate in activities within and beyond the academy hours where there are financial difficulties.

Payment plans can be arranged to assist parents / carers with financial difficulties.

In cases of financial hardship, parents / carers are requested to contact the Headteacher and can be assured that all requests will be treated confidentially.

### **6.1. Remissions for Residential Visits**

Academies will make it clear that parents / carers of children who are registered as being eligible for Free School Meals will be exempt from paying the cost of board and lodging.

Where possible, parents who have contributed voluntarily to the cost of a school trip and their child is unable to take part in the trip through illness then, subject to the academy recovering the cost from the provider, the parent may be given a partial refund.

## **7. MONITORING ARRANGEMENTS**

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

The Diocese of Coventry Multi Academy Trust requires payment in advance of activities taking place, save for exceptional circumstances. This is to protect the Trust from the risk of non-payment and ensures activities continue to run for the benefit of all pupils.

Debts arising from any activity will be pursued in accordance with the Debt Recovery Policy.