St Cuthbert's RC Academy Trust Charging and Remissions Policy

Endsleigh VC Academy

2026/27

Approved by:	Finance Audit and Capital Assets	**Date: July 2026**
Last reviewed on:	June 2026	
Next review due by:	September 2027	

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1. Aims

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 be made

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 449-462 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 The Trust Board

The Trust Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Trust Board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance, Audit and Capital Assets Committee.

Monitoring the implementation of this policy has been delegated to the Finance, Audit and Capital Assets Committee.

4.2 Chief Financial Officer

The CFO 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 CFO of any specific circumstances which they are unsure about or where they are not certain if the policy applies

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

4.4 Parents

Parents are expected to notify staff or the CFO 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 (including the supply of any materials, books, instruments or other equipment)
- 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

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 Trust Board or local authority has arranged for pupils to be educated

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
    - Religious education
    - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

5.4 Nursery Provision

Early Education entitlements funded by the government are provided completely free of charge. No top-up fees are applied.

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)
- Nursery provision that extends beyond the element of entitlement funded by the government
- 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
    - 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 Trust 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 excluding EABC, 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 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
- For a pupil who is looked after by a local authority

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 may request voluntary contributions from parents/carers to support activities that take place during school hours which would not otherwise be possible to provide.

Examples of activities for which voluntary contributions may be requested include educational visits, residential trips, sporting activities and other enrichment opportunities.

There is no obligation for parents/carers to make a contribution, and no pupil will be excluded from an activity because their parents/carers are unwilling or unable to contribute.

Where insufficient voluntary contributions are received to make an activity financially viable, the school reserves the right to cancel the activity.

Any charge made to parents/carers must not exceed the actual cost of providing the activity or trip. The school must calculate costs carefully to ensure that income received covers, but does not exceed, expenditure. Schools must not make a profit from educational visits or activities.

If a surplus arises as a result of reduced costs, additional funding, or any other reason, the surplus should normally be refunded to parents/carers, either in full or as a proportional amount per pupil. However, where the surplus is minimal (defined as less than 10% of the total cost per pupil), the school may retain the funds within the educational visits budget to support future activities, transport costs, or hardship assistance for pupils.

8. Activities we charge for

The school will charge for the following activities or materials:

Endsleigh VC Academy charges for:

Some enrichment school trips that are not essential to the curriculum and therefore fall outside the scope of voluntary contributions.

School trips.

Community Use.

Nursery sessions that extend beyond the element of entitlement funded by the government.

Some materials used in subjects like Food Technology and special projects.

Some additional textbooks such as revision aids.

Musical instrument tuition (including singing).

Optional extras.

School meals.

Wrap Around Care.

Activities not run by the school.

Breakages and fines if they result from pupils' misbehaviour.

Recovery of charges.

Staff private photocopying. This is not encouraged but the cost of private photocopying will be passed on to the staff member if exceptionally agreed.

School uniform.

Charges are calculated as follows:

- Trips are calculated by taking the total sum of transport, entrance fees plus any associated costs and dividing by number of pupils taking part in the trip.
- Residential trips are calculated by taking the total sum of transport, board and lodgings divided by number of pupils going on the residential.
- Nursery charges are calculated by charging only for the number of extra hours provided over and above a child's government funded entitlement.
- The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.
- Additional textbooks and revision aids are charged to the parents at the actual cost applied to the school.
- Music tuition is charged in line with the fees agreed by Directors and applied across the Trust.
- School dinners are charged in accordance with the service provided and charges made by Caterlink Ltd.
- The charge for Wraparound Care will be calculated to reflect the full cost of delivering the provision. This may include staffing costs, premises costs, food and refreshments, resources, administration, and any other associated operating expenses. Local factors that may affect the cost of delivery will also be taken into account. Where a subsidy has been approved by the Directors, this will be incorporated into the calculation of the charge.
- After School clubs and other activities not run by the school should be charged by considering the total cost of coaches/carers/resources/caretaking time etc divided by the number of weeks the activity will take place divided by the number of pupils participating.
- Community use is charged in line with the Community Use Policy.
- Exams costs are charged to the parents at the actual cost applied to the school.
- Breakages are charged to the parents at actual cost to replace or repair the damaged goods having followed best value.
- Staff private photocopying will be charged for the number of copies made multiplied by the actual per copy cost applied to the school by the photocopier provider.
- School Uniform is charged to the parents at the actual cost applied to the school.

Music tuition and additional Nursery sessions are chargeable half-termly in advance. School meals, Wraparound care and After school activity clubs are chargeable either in advance, or at the time of the service being provided.

For regular activities, the charges for each activity will be determined by the Trust Board and reviewed each year. Parents will be informed of the charges each year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Trust Board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of some or all of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed the gov.uk guidelines)

- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit

The school may also remit all or part of any charge where this is considered appropriate on grounds of pupil welfare, hardship, or exceptional circumstances. Requests for such support will be considered in accordance with the school's established pastoral and financial support procedures.

10. Monitoring arrangements

The Finance Team monitor charges and remissions and ensures these comply with this policy.

This policy will be reviewed by Internal Audit Manager every year.

At every review, the policy will be approved by the Finance, Audit and Capital Assets Committee.

APPENDIX 1

Charges 2026/27		
Endsleigh VC Academy		
Item	**Current charge**	**Additional Information**
Afterschool Activity Clubs	£5.00 - £20.00 per child per term	Worked on actual cost to the school split across the pupils attending.
After School Wraparound care	£3.85 – 3.30pm to 4.00pm £9.35 – 3.30pm to 5.45pm £16.50 – late fee, charged per 30 minutes or part thereof.	The late fee charge will be charged for every 30 minutes the child is in the care of the school outside of the booking times. This will also be applied to children who have not been booked in to the after-school club.
Breakfast Club	£1.15 per child	FSM pupils – no charge Early Adopters Breakfast Club offer is free. This charge is for time in addition to the free offer.
Community Use	See Community Use policy	All Community use is historical, and charges may not be in line with policy. Any new bookings would be charged in accordance with policy.
Nursery Extra Sessions (3-year-olds)	£6.00 per hour	
Music Exams	-	Charged at actual cost to the school.
Music Tuition	Infant/KS1 beginner/KS2 large groups - £14.30 per term Individual and small group tuition- 1st year of study - £27.50 per term Subsequent primary years - £55.00 per term	FSM pupils- no charge for the first instrument
Resources/ materials and other goods a charge can be made for	-	Charged at actual cost to the school.
Residential Trip	-	Worked on actual cost to the school split across the pupils attending.
SATS Practice Books/papers	-	Charged at actual cost to the school.
School Dinners	£2.00 per child £3.60 per staff £1.10 per staff on duty	FSM, FS2, Year 1 and Year 2 pupils – no charge FS1 (Nursery children) are charged the same way as KS2 year groups but equally have the option to bring packed lunch to school at no charge.
School Trips/Activities	-	Worked on actual cost to the school split across the pupils.