



The Villages' Multi-Academy Trust

Charging and Remissions Policy

Adopted from	TNC
Date of Review	27 th January 2026
Date of Next Review	27 th January 2027
Approved by	Business Committee
Chair	<i>Steve Robson</i>

Important information about this policy

This policy has been reviewed by Forbes Solicitors LLP, and its content is considered to be compliant with government legislation and statutory guidance in force at the time of publishing on 1 September 2025. Forbes Solicitors LLP gives no warranty in relation to the contents of this policy or its suitability for any specific purpose.

To the fullest extent permitted by law, Forbes Solicitors LLP accepts no responsibility for reliance upon or the consequences of use of this policy, which is intended as a basis for the production of a suitable document for each organisation adopting it and not as legal advice in relation to the matters it addresses and its potential effect in any setting.

The effect of the policy will depend on the manner in which it is customised for each setting and the approach that is taken to its publication and enforcement. It is important to ensure that any policy produced using this document is compatible with the relevant constitutional documents and other policies which will operate in association with it.

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Charging for education
5. Optional extras
6. Voluntary contributions
7. Examination fees and resits
8. Music tuition
9. Transport
10. Free School Meal awards / Pupil Premium Grant allocations
11. Free School Meals
12. Milk and fruit
13. Educational trips, visits and visitors
14. Residential visits
15. Education partly during school hours
16. School swimming lessons
17. Cycling proficiency training
18. Instrumental Music tuition
19. Materials and equipment
20. School clubs and enrichment activities
21. Damaged or lost items
22. Remissions
23. School trip refunds
24. Income generation
25. Freedom of information Policy and Publication Scheme
26. Monitoring and review

Statement of intent

The Villages' Multi-Academy Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Academies Act 2010
- DfE 'Academy trust handbook 2025'
- DfE 'Academy trust governance guide'
- DfE 'What academies and further education colleges must or should publish online'
- Education Act 1996.
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007.
- The Education (Prescribed Public Examinations) (England) Regulations 2010.
- Freedom of Information Act 2000
- DfE 'Charging for school activities.'
- The Trust's Funding Agreement.

2. Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable

3. Roles and responsibilities

The trust board will be responsible for:

- Reviewing and updating this policy.

The governing board will be responsible for:

- The management of the school's delegated finances

- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The Finance Officer will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

4. Charging for education

The school will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupils' parent.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits, if the pupil is being prepared for the resits at the school.
- Or partly

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.

- Optional extras.
- Music tuition (in certain circumstances).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

The school will make it clear that, in the following circumstances, it will propose to remit (wholly or partly) any charge which would otherwise be payable to the school:

5. Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Part of religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the school.
- Transport, other than that required to take the pupil to school or to other premises where the 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, e.g. after school clubs, tea and supervised homework sessions.

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

- Materials, books, instruments, or equipment provided in relation to the optional extra.
- The cost of buildings and accommodation.
- Non-teaching staff, including TAs.
- Teaching staff under contracts for services purely to provide an optional extra.
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.

The school will not charge in excess of the actual cost of providing the optional extra divided equally by the number of participating pupils.

Charges applied will not include an element of subsidy for any pupils wishing to participate 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 school will not charge the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a pre-requisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

6. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity, and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled, and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

7. Examination fees and resits

The school may charge for examination fees if:

- the examination is on the set list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.
- the examination is not on the set list, but the school arranged for the pupil to take it;
- a pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the fee.

Where a pupil is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once pupils have left the school, re-sits must be taken at the school.

If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body, and the parent or pupil will have their fees refunded.

8. Music tuition

The school is aware that instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

There will be no charges applied if the music tuition is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge for music tuition will be made in respect of pupils who are looked after by a local authority.

9. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

10. Free School Meals awards/Pupil Premium Grant allocations

In cases where children are in receipt of Free School Meals (apart from those who are currently universally entitled to a funded meal in Years R, 1 and 2), remissions against charges and / or the

amount of voluntary contributions sought are specified in this policy. For many, but not all, of these children the school will receive an allocation of Pupil Premium Grant funding.

In cases where the school has received an allocation of Pupil Premium Grant funding, remissions against charges and / or the amount of voluntary contributions sought are also specified in this policy. Many, but not all, of these children may be in receipt of Free School Meals.

11. Free School Meals

Every child whose parent has applied for and been awarded Free School Meals will be provided with a free hot or sandwich lunch, daily from the date on which the award is made until the end date.

Children in Key Stage 2 for whom the school is in receipt of Pupil Premium Funding, but who have not been awarded Free School Meals, will be charged for school lunches.

School Meal awards are available to parents and carers who are in receipt of specific benefits. Details and application forms are reviewed regularly, and are available from the Local Authority's website,

<https://www.worcestershire.gov.uk/schools-education-and-learning/free-school-meals>

12. Milk and Fruit

The school operates a scheme where milk is provided at a subsidised rate and provides free milk for all children under five. Upon request from parents and carers, a daily carton of milk will continue to be provided after the age of five without charge in cases where children are in receipt of Free School Meals.

As our school participates in the National School Fruit Scheme, all children in Years R, 1 and 2 are provided with a piece of fruit daily without charge. This scheme is not available for children in Years 3 to 6.

13. Educational trips, visits and visitors

Charges are not levied for trips, visits or visitors related to the National Curriculum taking place during the school day, although if more than half of a visit takes place outside school hours the whole visit is chargeable as an optional extra.

Voluntary contributions are almost always requested to meet the costs of such trips, visits, and visitors. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled, and this will be made clear to parents.

Parents and carers have a right to know how each trip or visit is funded; the school will provide this information on request.

14. Residential visits

The school will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- 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 they are 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 four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The school will provide a form for parents to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption

15. Education partly during school hours

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below.

In the case of non-residential activities:

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours, and no charge will be made.
- If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

Where a visit is residential, if the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, it will be deemed to have taken place during school hours and the school will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Any charges for extended day services will be optional.

16. School swimming lessons

No charge is made for the minimum level of instruction, life guarding, or pool hire. However, as we provide a very high level of additional instruction and transport to and from the pool, voluntary contributions are sought from parents.

17. Cycling proficiency training

No charge is made for instruction and assessment. However, as we would otherwise be unable to provide this service, voluntary contributions are sought from parents.

There is 50% remission of this charge for parents and carers if:

- an allocation of funding in respect of their child through the Pupil Premium Grant has been made to the school; or
- their child is in receipt of Free School Meals at the time of the cycling proficiency training.

18. Instrumental music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is at the request of the pupil's parents. At The Villages' Multi-Academy Trust these lessons are provided by external music teachers. All arrangements and payments are made directly between parents and the externally sourced teacher.

50% remission of this charge, paid directly to the music teacher, is made for parents and carers if:

- an allocation of funding in respect of their child through the Pupil Premium Grant has been made to the school; or
- their child is in receipt of Free School Meals at the time of the instrumental music tuition.

No charges are made for instrumental music lessons as part of the school's curriculum.

19. Materials and equipment

Although we make every attempt to cover the costs of all materials and equipment used as part of the curriculum, we can make a charge in the following circumstances: for materials / ingredients used if a child is to take the product home; for equipment that parents or carers wish a child to own.

20. School clubs and enrichment activities

The school organises a range of clubs and enrichment activities after school or during lunchtimes as an optional extra, in order to offer a wider range of experiences to children. Most of these are run by school staff, and for most there is a small £1 per session charge. However, in some instances a charge is made to cover costs incurred, for example in paying an external coach or in providing materials.

21. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

22. Remissions

The school will set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the [named role](#) via [contact details](#).

23. School trip refunds

[Schools should be mindful that there may be a need to vary the content in this section according to their insurance arrangements.]

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for

cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

24. Income generation

In line with the Academy trust Handbook 2024, the trust will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

25. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

26. Monitoring and review

This policy will be reviewed at least annually by the governing board. The next scheduled review date for this policy is [date](#).

[\(the remissions table has been removed. School to add the table when modifying the trust policy\)](#)