Charlton Park Academy
Charging and Remissions Policy

Approved by Governors: October 2026
Review date: October 2027

Contents

1. Aims 3
2. Legislation and guidance 3
3. Definitions 3
4. Roles and responsibilities 3
5. Where charges cannot be made 3
6. Where charges can be made 4
7. Voluntary contributions 6
8. Activities we charge for 6
9. Remissions 6
10. Monitoring arrangements 6

1. Aims

Our school 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 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 Governing Body

The governing body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

Monitoring the implementation of this policy has been delegated to the Resources Committee.

4.2 The Principal

The Principal 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 Principal of any specific circumstances which 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.

4.4 Parents

Parents are expected to notify staff or the Principal 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 student is being prepared for

at the school.
- Religious Education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent.
- Entry for a prescribed public examination if the student has been prepared for it at the school.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

5.2 Transport
- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered students to other premises where the governing board or local authority has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

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 student is being prepared for at the school.
    - Religious Education
    - Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

6. Where charges can be made
Below we set out what we **can** charge for:

6.1 Consultancy
The Academy will charge other education establishments and groups for senior staff and specialists to provide expert advice, mentoring, and support to other headteachers, governing bodies, or school trusts, focusing on strategic planning, school improvement, leadership coaching, Ofsted preparation, governance, and curriculum development to enhance overall school effectiveness. All fees will be paid to CPA (see rates Appendix I, page 7).

6.2 Education
- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances.
- Certain early years provision.
- Community facilities.

6.3 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 student is being prepared for at the school.
    - Religious Education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the student to school or to other premises where the local authority or governing board has arranged for the student to be provided with education).
- Board and lodging for a student on a residential visit.
- Extended day services offered to students (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 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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students 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 students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.4 Music tuition

- Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student'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 student who is looked after by a local authority

6.5 Residential visits

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 section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

7. Activities we charge for

The school will charge for the following activities:

Residential Visits and Educational trips - The project leader will charge for residential visits away from the school site.

For regular activities, the charges for each activity will be determined by the governing body and reviewed annually. Parents will be informed of the charges for the coming year in July each year.

8. 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 governing 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 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 £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

9. Monitoring arrangements

The Principal monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed approved annually by the Governing Body.

Appendix I – Consultancy Rates

Consultant	Rate (daily)
Principal	£1,500
Senior Leader	£550 (£600 from Sept 2026)
Head of CENMAC	£650 (£700 from Sept 2026)
CENMAC Specialist	£550 (£600 from Sept 2026)