

## Charging & Remissions (Approved Template Policy)

**POLICY OWNER: Rosie Jackson & Lukas Juzonis (Trust Finance Leads)**

The following is the summary of minor changes proposed for the Charging and Remissions Policy

Section	Reason
3.2	<p>Policy update: To be transparent with parents regarding cancellations</p> <p>However, the visit or activity may have to be cancelled if insufficient contributions are received. Parents will be notified at the offset when an activity is communicated that there is a potential for cancellation if there are insufficient contributions to cover the cost.</p>

These changes will be reviewed by the Finance Resource Committee on 26/11/2025

# Inspire Partnership Academy

## Trust Charging and Remissions

### Policy

Approval Date:	November 2025
Approved by:	Resources Committee
Policy Owner:	Finance Lead
Review date:	November 2026

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## 1. Introduction

All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered whilst at the same time minimising the financial barriers that may prevent some pupils from taking full advantage of the opportunities.

## 2. Scope

The information in this policy complies with the legislation provided for in the Education Act 1996.

### 2.1. The Academy Trust will make no charges for:

- 2.1.1. An admission allocation to the school;
- 2.1.2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 2.1.3. Education provided outside school hours if it is part of the curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- 2.1.4. Tuition for pupils learning to play musical instruments, providing the tuition is required as part of the curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- 2.1.5. Entry for prescribed public examination if the pupil has been prepared for it at the school;
- 2.1.6. Transport in connection with an educational visit.

## 2.2. Activities for which charges can be made by the Academy Trust:

- 2.2.1. Any materials, books, instruments or equipment where the child's parent wishes them to be brought home and kept e.g. completed work produced in Design Technology or cookery classes;
- 2.2.2. Optional extras (see below)
- 2.2.3. Music tuition, but only where the teaching is not an essential part of either the curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school.

## 2.3. Optional Extras

- 2.3.1. Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided a charge may be made for providing materials, instruments or equipment. Optional extras include:
  - 2.3.1.1. Education provided outside of school time that is not:
    - 2.3.1.1.1. Part of the curriculum
    - 2.3.1.1.2. Part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
    - 2.3.1.1.3. Part of religious education
    - 2.3.1.1.4. Examination entry fees if the registered pupil has not been prepared for the examination at the school;
    - 2.3.1.1.5. Transport that is not required to take the pupil to school or to other premises where the Academy Trust has arranged for the pupil to be provided with education, and

- 2.3.1.1.6. Board and lodging for a pupil on a residential visit.
  - 2.3.1.1.7. Extended day services offered to pupils (for example breakfast club, after school club, tea and supervised homework sessions).
- 2.3.1.2. In calculating the cost of these optional extras an amount may be included in relation to:
- 2.3.1.2.1. Any materials, books, instruments or equipment provided in connection with the optional extra; Non-teaching staff;
  - 2.3.1.2.2. Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and;
  - 2.3.1.2.3. The cost for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- 2.3.2. The charge made in respect of individual pupils, will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- 2.3.3. Participation in any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be a necessary prerequisite for the provision of an optional extra where charges will be made

### 3. Voluntary Contributions

- 3.1. Voluntary contributions may be requested for the benefit of the academy or for any visit and/or activity either inside or outside of academy time. In all cases where voluntary contributions are requested for a visit or activity parents/carers will be told the amount in advance.
- 3.2. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per pupil incurred. The school's Pupil Premium funding may be used to support those pupils in respect of which the school receives that funding. No pupil will be excluded from a visit or activity if their parent/carer cannot or chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received. Parents will be notified at the offset when an activity is communicated that there is a potential for cancellation if there are insufficient contributions to cover the cost.
- 3.3. Parents will usually be invited to make a voluntary contribution for the following;
  - 3.3.1. Educational visits that are non-residential;
  - 3.3.2. Educational visits taking place during school time that are residential;
  - 3.3.3. Special events involving visiting artists or experts to school (e.g. theatre groups, musicians) where there is a cost to the school;
  - 3.3.4. Material or Ingredients for baking/cooking or building where the product will be taken home by the pupil.
- 3.4. Any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. The Trust confirms:
  - 3.4.1. That the contribution is genuinely voluntary and a parent is under no obligation to pay;
  - 3.4.2. That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

- 3.5. The amount of voluntary contributions will be determined by the Headteacher of the academy.

#### 4. Remission

- 4.1. In order to reduce financial barriers from disadvantaged pupils, some activities and visits, where charges can legally be made, may be offered at no charge or a reduced charge to parents or carers in receipt of the benefits set out below.
- 4.2. Where charges are to be made to parents/carers, or voluntary contributions sought, these will be advised in advance and collected prior to the activity.
- 4.3. Requests for help from parents/carers on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.
- 4.4. Eligible benefits:
  - 4.4.1. Universal Credit (in certain prescribed circumstances);
  - 4.4.2. Income Support;
  - 4.4.3. Job Seekers Allowance (Income Based);
  - 4.4.4. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income as assessed by HMRC does not exceed certain limits;
  - 4.4.5. Support under part VI of the Immigration & Asylum Act 1999;
  - 4.4.6. The 'Guaranteed Element' of Pension Credit.
- 4.5. Where a parent does not receive an eligible benefit, the Trust will nonetheless consider, sympathetically, requests for assistance, especially in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

## 5. Residential Visits

### 5.1. Inspire Partnership Academy Trust will not charge for:

- 5.1.1. Education provided on any visit that takes place during school hours;
- 5.1.2. Education provided on any visit that takes place outside of school hours if it part of the curriculum, or part of a syllabus of a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- 5.1.3. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

### 5.2. Inspire Partnership Academy Trust will charge for:

- 5.2.1. Board and lodging but the charge will not exceed the actual cost.
- 5.2.2. Education partly during school hours
- 5.2.3. Where an activity takes place partly during and partly outside school hours, the following basis will be used for determining whether it is deemed to take place either inside or outside school hours.

### 5.3. Non-residential activities

- 5.3.1. If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours will not include the break in the middle of the day.
- 5.3.2. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

#### 5.4. Residential visits

5.4.1. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours. A “half day” means any period of 12 hours ending with noon or midnight on any day.

##### 5.4.1.1. Example 1: Visit during school hours

5.4.1.1.1. Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place in school hours.

##### 5.4.1.2. Example 2: Visit outside school hours

5.4.1.2.1. Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## 6. Additional Considerations

6.1. In order not to place an unnecessary burden on family finances, the school will also adhere to the follow guidelines:

6.1.1. Where possible, trips will be published at least one month in advance; and

6.1.2. A system has been established which allows parents to pay installments for residential trips.