

Charging and Remissions Policy			
Current Status:	Operational	Last Review:	October 2025
Policy Owner:	Group Head of Finance	Next Review:	October 2026
Roles Responsible for Review:	Chief Financial Officer	Originated:	October 2025
Approved by:	SET Resources	Committee:	Finance Committee
Type of Policy:	Staff / Students / External	Quality Assured by:	Policy Team

1. Summary

1.1. This policy applies to Eastern Education Group (EEG) schools, which includes:

- Chalk Hill Academy
- Duke of Lancaster School
- Exning Primary School
- Priory School
- Stanton Primary School
- Stone Lodge Academy
- Sunrise Academy

2. Purpose and context

- 2.1. This policy is to establish robust, clear processes for charging and remissions, and clarify the types of activity that can be charged for and when charges will be made.
- 2.2. This policy is based on the Department for Education (DfE) [Charging for school activities](#) which links to [The Education Act 1996](#) (sections 449-462) which set out the law on charging for school activities in England.

3. Definitions

- 3.1. **Charge:** a fee payable for specifically defined activities.
- 3.2. **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 this policy, however it has delegated responsibility to the Finance Committee for monitoring the implementation of this policy.

4.2. **Headteachers (in our Primary schools) and Heads of School (in our SEND schools)**

The Headteacher/Head of School is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3. School Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher/Head of School 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. Parent/carers

Parent/carers are expected to notify staff or the Headteacher/Head of School of any concerns or queries regarding the charging and remissions policy

5. **Where charges cannot be made**

5.1. Below we set out what we cannot charge for:

5.2. 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/carer
- 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

5.3. 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 Trust Board or Local Authority has arranged for students to be educated

- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.4. 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

6.1. Below we set out what we can charge for:

6.2. Education

- Any materials, books, instruments or equipment, where the student's parent/carer wishes them 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 Trust 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 parent/carers 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.
- Parent/carer agreement is necessary for the provision of an optional extra, which is to be charged for.

6.4. Music tuition

- We 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/carer.
- 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. A payment plan for will be provided for each residential visit.

6.6. Swimming

- We can charge for swimming lessons provided that are not part of the national curriculum. Charges may not exceed the cost of the provision.

7. Voluntary Contributions

- 7.1. As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parent/carers to fund activities during school hours, which would not otherwise be possible.
- 7.2. Some activities for which the school may ask parent/carers for voluntary contributions include:
- Transport to swimming lessons
 - Transport on educational visits
 - Admission charges for educational visits
 - Charges for externally provided workshops
- 7.3. There is no obligation for parent/carers to make any contribution, and no student will be excluded from an activity if their parent/carers are unwilling or unable to pay.
- 7.4. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Activities we charge for

- 8.1. The school will charge for the following activities:
- **Breakfast club** (childcare vouchers are an accepted means of payment for this activity), refunds will only be provided for sessions cancelled by the parent/carer if 2 school days' notice or more of the cancellation has been provided by the parent/carer
 - **After-school club** (childcare vouchers are an accepted means of payment for this activity), refunds will only be provided for sessions cancelled by the parent/carer if 2 school days' notice or more of the cancellation has been provided by the parent/carer
 - **Additional pre-school sessions not covered by the 15- or 30-hours free government childcare scheme** (childcare vouchers are an accepted means of payment for this activity)
 - **Student lunches** (unless entitled to a free school meal)
 - Library book replacements
- 8.2. For regular activities, the charges for each activity will be determined and reviewed by the Finance Committee. Parent/carers will be informed of the charges for the coming year in July each year. See Appendix 1 for details of current charges.
- 8.3. External providers will charge parent/carers directly for the following activities:
- Individual/group music lessons (lessons in addition to the class music lessons provided as part of the National Curriculum that are requested by parent/carers)

9. Remissions

- 9.1. In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Headteacher/Head of School and will depend on the activity in question.
- 9.2. Students eligible for free school meals and/or student premium funding may be exempt from paying the charges or voluntary contributions for some of the activities listed in this policy. This will be at the Headteacher's discretion and will be dealt with on an individual basis.

10. Monitoring arrangements

- 10.1. The Chief Financial Officer (CFO) monitors charges and remissions and ensures these comply with this policy.
- 10.2. This policy will be reviewed by the CFO annually. At every review, the policy will be approved by the Finance Committee.

Appendix 1 –2025/26 Charges

PRIMARY SCHOOLS	Nursery	Breakfast club	After-school club	Late collection charges from after-school club	Pre-school session	School lunches	Replacement book bag
Exning Primary School	N/A	£3.00	£10.00	£10	N/A	£2.80	N/A
Stanton Primary School	£15 for 3 hours £3 for lunch	£5.50	£6.60 until 4.30pm £11 until 6pm	N/A	N/A	£2.60	N/A

SEND SCHOOLS	Boarding	Breakfast club	After-school club	Late collection charges from after-school club	Pre-school session	School lunches	Replacement book bag
Chalk Hill	N/A	N/A	N/A	N/A	N/A	£2.70	N/A
Duke of Lancaster School	N/A	N/A	N/A	N/A	N/A	£2.70	N/A
Priory School	N/A	N/A	N/A	N/A	N/A	£2.70	N/A
Stone Lodge Academy	N/A	N/A	N/A	N/A	N/A	£2.70	N/A
Sunrise Academy	N/A	N/A	N/A	N/A	N/A	£2.70	N/A

Revision History – Policy name

Revision date	Reason for revision	Section number	Changes made