



The Park
Academies
Trust

Charging and Remissions Policy

Version Control

TPAT Policy Management					
Document history					
Review date	Version	Reviewer / owner	Executive approval	Approving body	Meeting date of policy approval
10/2022	1	DFO	10/2022	LAB	31/10/2022
05/2022	2	DFO and Deputy CEO	05/2022	FRAC	22/05/2023
05/2024	3	CFO	05/2024	FRAC	20/05/2024
04/2025	4	CFO	04/2025	FRAC	12/05/2025
Material changes since last publication					
Section		Changes			
Version 4		1.3 Responsibilities added			

This policy is reviewed annually. The next review is due by May 2026.

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1. Introduction

The Trust intends that all decisions, policies and procedures will be underpinned at all times by its vision and values:

Our aim:

TPAT - Inspiring futures, empowering people.

We aim to benefit our communities by nurturing well-educated, aspirational and creative young people. We exist to inspire futures and empower all our people. We achieve this by enriching and fulfilling our employees with the investment to become masters of their craft, all working together to realise exceptional outcomes for young people.

To achieve this our schools will:

- Create an aspirational, driven, and highly engaging educational environment where every pupil can succeed.
- Commit to knowing each pupil individually and empowering them to excel.
- Deliver the highest quality learning opportunities facilitated by excellent teachers.
- Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society.

The Trust will support our schools by:

- Providing the resources and stability schools need to work efficiently and effectively, overcoming challenges and prioritising education every day.
- Provide a platform for collaboration, sharing excellence and experience, and fostering unity and shared purpose.
- Nurturing our Trust's 'culture of improvement' where staff thrive in a safe, supportive network, embracing feedback and professional dialogue to drive sustainable improvement.

1.1 Aims and Scope

The Trustees recognise that a charging and remissions policy is required for each school within the Trust. It has delegated the responsibility for the Charging and Remissions Policy to the Finance, Risk and Audit Committee.

1.2 Other Linked Policies

Finance Manual

Pupil Premium Strategy Statement

1.3 Responsibilities

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being used consistently.

Staff are responsible for ensuring the policy is implemented consistently and notifying the Headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

2. Policy Statement

The Trust acknowledges the right of every pupil to receive free school education and understands that activities linked to curriculum offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' / carers' ability or willingness to help meet the cost.

The Trust recognises that a wide range of activities including; clubs, visits and residential experiences, make a valuable contribution towards pupils' educational and social development. It therefore encourages broad participation in these activities.

Some activities (or parts of activities) will be charged for whilst other activities or elements of activities will be provided free of charge or voluntary contributions may be invited.

The following policy sets out the Trust's policy for charging and remissions which will be implemented by each Headteacher who is responsible for ensuring that the

policy is implemented fairly and consistently and is accessible to parents / carers, staff and pupils. This policy applies equally to all pupils.

2.1 Charging

The Trust **will not** levy a mandatory charge for:

- any admission application
- education provided during normal school hours, including the supply of any materials, books, instruments or other equipment. School hours are Monday to Friday, 08:45 to 15:10 in term time
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- entry for a prescribed public examination, if the pupil has been prepared for it at the school, and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and where the Local Advisory Board accepts a valid reason for the re-sit

Voluntary contributions may be sought to contribute towards costs such as transportation and the fees of any third party providers.

The Trust **will** charge for:

- Optional Activities (an optional activity is one that does not form part of the National Curriculum requirements and is being provided by the school to enrich the educational experience) as follows:

- a. all elements of an optional activity outside the school day
- b. all elements of an optional activity within the school day other than teaching staff costs and may include transportation costs, entry fees, costs of external providers / organisations, insurances, subsistence and administration costs.
 - Residential Visits
- c. the full cost of board and lodging incurred by participation in any residential visit (whether undertaken as a curriculum activity or as an additional optional activity)
- d. optional activities charges
 - Optional Extras
- e. any materials, books, instruments, or equipment, where the pupil's parent wishes him / her to own them
- f. music and vocal tuition where it does not form part of National Curriculum provision
- g. 'after school clubs' and other similar, non-curriculum activities
- h. school meals
- i. pupils entitled to a Free School Meal will be provided with a two course meal and water at lunch time
 - Damage / Loss
- j. wilful damage, neglect or loss of school property (including equipment, premises, furnishings, books or materials) for the full cost of the repair or replacement (or a lower charge at the discretion of the Headteacher)
 - Transportation
- k. to and from the school at the start and end of the school day where this is not provided free of charge by the Local Authority

- Examinations:

l. re-sits where they are at the request of the parent or pupil

m. re-marks where they are at the request of the parent or pupil

n. entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

o. entry fee(s) if the registered pupil fails to sit their entry for a prescribed public examination without what the school considers a valid reason

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

Charges made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. Charges will not include an element of subsidy for pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Education partly during school hours

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 do not include the break in the middle of the day.

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. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

2.2 Remissions

In order to remove financial barriers, the Trust has agreed the following policy on the remission of charges.

Any pupil registered for Free School Meals shall be entitled to:

- the full remission of board and lodging charges for any residential visit where the activity forms part of curriculum activity
- a contribution to board and lodging charges for an optional activity that takes place outside the school day

Any family experiencing financial difficulties may write, in confidence, to the Headteacher requesting support for any optional activity or optional extra. The Headteacher may, at their absolute discretion, remit in full or in part any charges applied if they consider it reasonable to do so.

2.3 Communication and Charging Procedure

All letters concerning trips and activities will clearly set out the nature of any charges, which charges are compulsory and any that are voluntary.

The communication will set out if the visit or activity is optional or a part of the National Curriculum.

Trips will be advised at the earliest opportunity and the facility to pay by instalments via the electronic payment system will be in place where appropriate.

Non payment of appropriate charges are a debt and the school is entitled to seek to recover that debt as it sees appropriate.