



Manor Drive Secondary Academy

CHARGING AND REMISSION POLICY

To be presented to Governors Spring Term 2026

Date approved: ¹	8 December 2022
Date reviewed: ²	Spring 2026
Date of next review: ³	Spring 2029

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus three years

1. Aims

The law requires that education during normal school hours and the examination of students in accordance with the National Curriculum is provided free of charge. The Local Governing Committee (LGC) recognises the valuable contribution that the wider range of additional activities, including trips, clubs and residential experiences can make towards students' education and reserves the right to charge parents (word 'parent' refers to parent or carer or guardian within this policy) in accordance with the provisions of the Education Act 1996.

1.1 It is the aim of this document to explain clearly the Charging and Remission Policy that exists within the Academy and the procedures that must be followed.

1.2 The purpose of the Policy is:

1.2.1 To provide effective, fair and reasonable treatment to any charges and remission related to the Academy and as such to promote and provide activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional extras.

1.2.2 To ensure that all staff, parents / carers and students are aware of the procedures in place

1.2.3 To provide awareness of Charging and Remission should the need arise at LGC meetings

2. Educational Considerations

2.1 The Academy does not take into account parents' abilities to contribute to the **Academy**, in financial or other ways, when deciding whether to admit students.

2.2 The essential costs of following syllabuses for prescribed public examinations or as part of the national curriculum are to be met by the Academy at all times eg Fieldwork costs etc.

(As part of its normal working, essential personal protective equipment eg safety goggles, are provided by the Academy.)

2.3 The Academy requires parents / carers to make reasonable endeavours to provide their children with the appropriate uniform, sports dress for games, PE and swimming, as specified by the Academy.

2.4 Parental support is encouraged in the provision of the basic non-specialised items of equipment necessary for sensible day to day working, eg pens, pencils, rulers, pocket calculators etc. (These will only be provided by the Academy under exceptional circumstances.)

2.5 The **Academy** anticipates that parents will express a wish to keep the finished products resulting from participation in some practical subjects. In these circumstances the Academy may require the supply of, or may charge for, the materials.

2.6 Unless otherwise advised to the contrary, transport provided in school hours to carry students to other premises where education is arranged will be provided free of charge. Reimbursement of travel costs for essential 'third session' courses will be made.

2.7 Parents may have to meet the additional cost of travelling from home to work placements when students participate in work experience schemes. However, some 'employers' reimburse these expenses.

2.8 Voluntary Contributions – where the Academy cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the Academy, parents may be requested / invited to make a contribution towards the cost of the trip or activity. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

3. Examinations

3.1 No charges will be made in respect of entries for prescribed public examinations for those students registered and being prepared by the Academy. However, where subject preparation would enable students to take more than one examination, then the Academy will pay for a single examination entry only.

3.2 The costs of examination entries for those students not prepared by the Academy will be passed on to the parents. This will also apply to re-sit candidates where no additional preparation has been given by the Academy.

3.3 Charges/fees may be made for entry to examinations other than those on the prescribed list.

3.4 Examination re-sits taken as a result of a medical absence on the original date will be charged at the appropriate rate as levied by the relevant Examinations Board.

3.5 If students fail, without good reason, to complete examination coursework, or fail to sit the final examination after fees have been paid, then the Academy will expect to recover the wasted payments.

4. Optional Activities and Device Schemes

4.1 Students will have the opportunities to participate in optional activities and devices which will be on the basis of parental choice. The agreement of parents will be made necessary to meet the charges which are made. However, the Academy will be willing to discuss forms of possible remission (subsidy) where parental circumstances indicate that it would be difficult to meet the costs.

5. Trips and Visits

5.1 When a visit takes place mainly or wholly inside school hours no charge will be made, however parents will be invited to make a voluntary contribution subject to the Remission Policy in order for the visit to proceed.

5.2 When a visit takes place mainly or wholly outside school hours a charge will be made subject to the Remission Policy except when the visit is:

5.2.1 To fulfil any requirements specified as compulsory in the syllabus for a prescribed public examination

5.2.2 Specifically to fulfil statutory duties relating to the National Curriculum

5.2.3 Specifically to fulfil statutory duties relating to Religious Education

(Where a visit takes place both inside and outside school hours a formula is available to decide whether the visit is deemed to be mainly outside or mainly inside. See Appendix 1)

- 5.3** When a residential visit takes place either inside or outside school hours a charge will be made for the cost of the board and lodgings subject to the Remission Policy. The charge will not exceed the actual cost of provision.
- 5.4** Unless otherwise notified, a deposit(s) required in respect of any trip, visit or activity will be non-refundable. In appropriate circumstances the Academy may, at its sole discretion, subsequently refund part or all of any deposit paid. Where instalments have been paid towards a trip these will become non-refundable (except at the Academy's discretion) once the due date in the payment schedule has passed. This is to take account of expenditure made for advance bookings which may have been made on the basis of a child's participation.
- 5.5** If a deposit or any other payment is made in respect of any particular trip, visit or activity and a student's behaviour is such that, having regard to the Academy policies on behaviour and discipline, the student is refused permission to participate then all such payments shall, unless otherwise agreed, be retained by the Academy to defray costs, expenses and any losses relating to that planned event.
- 5.6** In calculating the cost of the trip/visit the Academy will not charge more than the cost of the activity divided by the number of pupils taking part. Each activity is expected to break even financially. Parents will understand that, whilst the Academy will endeavour to accurately predict the costs involved, the nature of the event or activity (and the occasional need to pre book resources before final numbers can be confirmed) can mean it incurs variances against the income achieved.
- 5.7** If the Academy achieves a surplus for any particular event, where financially viable, then the Academy will refund that difference to the person(s) who made the original contribution. (Viability will consider several factors for example, cost of the trip/visit to parents/guardians, surplus amount and administrative costs involved. The final decision to refund will be made by the Headteacher. If this repayment is not deemed financially viable, then the Academy will retain the excess within the general Academy fund reserve for the benefit of all students.)
- 5.8** The Academy will expect to recover wasted charges (in line with instalment based payment plan) for 'optional extras' and/or board and lodging costs where agreed payments have been made by the Academy.

For clarification trips will be designated as follows for parents' assistance:

We classify all trips so you can consider your child's participation:

Essential - designed to fulfil a statutory requirement of the National Curriculum/syllabus of a prescribed public examination.

OR

Optional – an opportunity for an educational experience.

Guidance on funding of trips:

Essential – voluntary contributions may be requested but no student can be treated differently whether or how much their parents have contributed. *This is a contribution but parents should understand that this trip will not run if we do not receive payment.*

OR

Optional -

- Is 50% or more of the visit (including travelling) during school hours? Yes - trip deemed in school hours – a voluntary contribution may be requested but no student can be treated differently whether or how much their parents have contributed. *This is a contribution but parents should understand that this trip will not run if we do not receive payment.*
- Is less than 50% of time spent on trip during school hours? Yes – trip is deemed to be out of school hours so full cost of trip to be charged.

6. Instrument Tuition

6.1 The **Academy** will charge the full cost to the student (individually or in a group) of providing any instrumental tuition not part of the prescribed Public Examination System.

7. School Meals

7.1 Free School Meals will be provided where a parent is in receipt of the following as at the date this policy is agreed or the current revision is in place:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part 6 of the Immigration and Asylum Act 1999.
- The guarantee element of Pension Credit.
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit).
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.

8. Damage to Property

8.1 Parents are advised that they will be asked to pay the costs of repairing damage to the Academy buildings, replacing broken windows and/or defaced/damaged/lost text books etc where these are the result of their child's behaviour.

9. Outstanding Monies

9.1 The Academy reserves the right take legal action to recover any properly due charges, fees, costs, damages or other expenses that remain outstanding after prior written notice has been issued to the Parent concerned seeking either settlement or an explanation for non-payment.

9.2 The Academy will always seek to reach a mutually agreed settlement to any dispute concerning its charges and will consider applying its Remission Policy in cases of genuine financial hardship.

10. Remission of Fees

10.1 The Academy will respond to requests for remission of charges on a case by case basis, which will be to a limited extent as current year funding allows. This is at the discretion of the Headteacher.

10.2 Where the Academy undertakes an activity where a voluntary contribution is to be requested remission may be made to students whose parents receive income support or job seekers allowance or any income based governmental replacements or who can demonstrate low family income. On application to the Academy, consideration will be made to pay up to 50% cost of a trip to a maximum of £100.00 from the Financial Disadvantage Fund. This is on a case by case basis at the discretion of the Headteacher.

11. Review

11.1. The Local Governing Committee will review this policy in line with the procedure for policy review

11.2 If no other reason for review (see policy review procedure) this policy will be reviewed in Spring 2029.

APPENDIX 1

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy and not part of religious education.

Non-residential activities

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 students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

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 (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during school hours

Students are away from noon on Wednesday to 9.00 pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Students are away from school from noon on Thursday until 9.00 pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.