THE DIOCESE OF GLOUCESTER ACADEMIES TRUST
unlocking potential

Charging and Remissions Policy

Our vision is to enable all to flourish.

Statusand reviewcycle:	Statutory and biennial
Responsible group:	The Trust
Next Review Date:	February 2028

Contents

1.0	Policy Statement	2
2.0	Statement of intent	2
3.0	Legal framework	2
4.0	Charging for education	2
5.0	Optional extras	3
6.0	Examination fees	3
7.0	Voluntary contributions	4
8.0	Charges	4
9.0	Damaged or lost items	5
10.0	Remissions	5
11.0	Monitoring and review	5

1.0 Policy Statement

1.1 The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated schools, are central to witnessing the value of the foundation.

1.2 The Diocese of Gloucester Academies Trust (DGAT), recognise the valuable contribution that the wide range of additional activities, including clubs, out of school visits, residential trips and other experiences can make towards pupils' allround education, contributing to their personal, social, moral and spiritual development.

1.3 **Purpose & Scope:** This policy is intended to provide guidance to Head teachers and all DGAT teaching and support staff regarding charging for specific activities, such as trip and visits.

2.0 Statement of intent

2.1 **The Diocese of Gloucester Academies Trust** is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

2.2 In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

3.0 Legal framework

3.1 This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2024) Governance in Academy Trusts
- DfE (2025) New Governance Guide
- Our 'Funding Agreement'

4.0 Charging for education

4.1 We will not charge parents for:

- Admission applications.
- National Curriculum education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

4.2 We may charge parents for the following:

- Materials, books, instruments or equipment, where the child's parents desire their child to own them
- Optional extras (see details below)
- Music and vocational tuition (in certain circumstances)
- Use of community facilities
- Certain early years provision (see 8.1)

5.0 Optional extras

5.1 We may charge parents/carers for the following optional extras:

- Education provided outside of school time that is not:
- Part of the national curriculum.
- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast, after school clubs, tea and supervised homework sessions.)

6.0 Examination fees

6.1 We may charge for examination fees:

- If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Trust may seek to recover the fee from the parent/carer;
- where there is a request from the parent/carer for additional subject entries or resits.

7.0 Voluntary contributions

7.1 Within the Education Act it is permissible for schools to ask for voluntary contributions from parents/carers for school trips, visits and practical activities that enhance pupils' learning and broaden their experience. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset.

7.2 Examples where parents may be asked for a voluntary contribution include:

- Swimming
- Non-residential school trips
- Enrichment activities

7.3 We will make it clear that there is no obligation for parents to make a contribution and will notify parents on low incomes and in receipt of the benefits (listed in paragraph 10.1) of the support available to them when being asked for contributions towards the cost of school visits/activities.

7.4 No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

7.5 In certain circumstances the option to pay in instalments will be offered.

7.6 We will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions.

8.0 Charges

8.1 The Trust reserves the right to make a charge in the following circumstances:

- Breakfast and Afterschool Club
- Some extra-curricular clubs and activities
- Nursery – non-government funded nursery hours
- Pre-School
- Lettings

- Ancillary charges

8.2 The scale of charges will be approved by the Governing Body on an annual basis.

9.0 Damaged or lost items

9.1 The school may charge parents/carers for the cost of replacing items broken, damaged or lost due to their child's behaviour.

10.0 Remissions

10.1 Parents/Carers in receipt of any of the following benefits may request assistance with the costs of activities:

- 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
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

10.2 The Trust Board may remit charges in full or in part to other parents/carers after considering specific hardship cases. The Trust Board invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head Teacher will authorise remission and are encouraged to seek advice from the central finance team where appropriate.

11.0 Monitoring and review

11.1 This policy will be reviewed at least every two years by the Trust.