Castle Bromwich Junior School

Where together we can learn, work and succeed.

CHARGING AND REMISSIONS STATUTORY

Date – November 2025

Reviewed by – Tristi Timms

Review date – November 2026

PROSPER TOGETHER MULTI ACADEMY TRUST

CHARGING AND REMISSIONS STATUTORY POLICY 1. Introduction

This document sets out the overarching charging and remissions policy for Prosper Together Academy Trust and its schools. Individual schools' Local Governing Bodies will review school charges and will publish a local charges policy annually on the school website.

2. Charges

Charges will not be made for any of the following:

- An admission application or processes.
- Education provided during school hours including materials, books and equipment where the ownership of the item remains the schools.
- Education/activities 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.
- Instrumental or vocal tuition where it is an essential part of either the National Curriculum or a public examination syllabus being followed by the Pupil. This does not include additional tuition provided at the request of the pupil's Parent/Carer.
- Transport of registered pupils to or from premises where the local governing body/Trust has arranged for the pupil to be educated at premises other than the school.
- Transport provided in connection with an un-chargeable educational visit.
- Entry for a prescribed public examination or examination re-sit(s), if the pupil has been prepared for it at the school.

Charges may/will be made for the following:

- Any materials, books, instruments, or equipment, where the Pupil's Parent/Carer wishes the pupil to own it.
- Optional extras (see Optional Extras section for details).
- Music and vocal tuition, in circumstances that are not an essential part of the National Curriculum or prescribed public examination, in accordance with DfE guidelines.
- Certain Early Years provision, in accordance with The Education (Charges for Early Years Provision) Regulations 2012.
- Community facilities/lettings.
- Board and lodging for a pupil on a residential visit which is not 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.
- Public examination fees where the pupil has not been prepared for the examination by the school or where the pupil fails without good reason to meet the examination requirement for that syllabus.
- Examination re-marks where requested by the Parent/Carer and not supported by the school.

- Extended day services offered to pupils, including breakfast club, after school clubs and supervised homework sessions.
- Damage to property and breakages.
- The provision of Training and Consultancy will be calculated with reference to the cost of delivery and market rates.
- The use of Trust premises is a chargeable item and is covered by a separate lettings policy for each School.

3. Optional Extras

Charges may be made for activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made and can include providing materials, books, instruments, transport or equipment. Optional Extras include:

- Residential trips/visits.
- Extended day services.
- Out of hours trips/activities/visits/visitors.
- Transport.
- Damage to property and breakages.
- Miscellaneous extras, for example water bottles and book bags.

Where property has been wilfully damaged or lost by a pupil or Parent/Carer the full or part cost of repair or replacement may be charged to the responsible party.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, all or part cost of repair or replacement may be charged to the responsible party. In all instances where charging is in place, Parents/Carers will be advised in advance.

Charges for activities are calculated based on the expected actual costs that will be incurred divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any pupils wishing to participate in the activity whose Parents/Carers are unwilling or unable to pay. Should the required funding not be raised activities may be cancelled.

4. Remissions and concessions

The school will give consideration to the remission of charges to Parents/Carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999 • Guaranteed Element of State Pension Credit.
- Pupil Premium allocation or free school meals.
- Exceptional circumstances

The Head of School will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Head of School.

5. Voluntary contributions

Voluntary contributions may be requested for general funds and/or to fund activities that will enrich pupils education, such as school trips or visitors to the school. In any case where an activity cannot be afforded without voluntary funding, this will be made clear, if the activity is cancelled all monies paid will be returned to Parents. The local governing body and/or head of school must make it clear to parents that there is no obligation to make any contribution and Parents/Carers must not be made to feel pressurised into contributing.

No pupil should be excluded from an activity simply because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

6. Surpluses made on a trip or activity

Every effort is made to ensure the estimated cost of trips/activities is accurate and the Trust policy is not to make a surplus. There may be occasions after making all associated payments a small surplus of funds remain, if this situation arises and the surplus is greater than 5% of the total trip cost and the calculated refund per person is greater than £10, refunds will be issued, otherwise any remaining funds will be retained and contributed to future activities.

7. Consideration of Affordability

The Trust recognises that the offer of activities and educational visits should not place an unnecessary burden on family finances. Schools should as far as possible end try to adhere to the following guidelines:

- Where possible, publish a list of visits (and their approximate cost) at the beginning of term so that Parents/Carers can plan ahead.
- Offer a system for Parents/Carers to pay in instalments in advance.
- To consider that offering opportunities on a ‘first pay, first served’ basis may discriminate against pupils from families on lower incomes and therefore try to avoid that method of selection, if possible.

8. Monitoring

Local Governing Bodies should monitor the application of the school policy. Governors should review a financial report on those activities that resulted in charges being levied, the subsidies awarded (financial data only) and the source of those subsidies. It will seek to evaluate the impact of the school’s extended services on those children most in need of additional support.

The Trust Finance, Audit and Risk Committee will receive assurance that school policies and practices adhere to this Trust policy.

Approved by: Tristi Timms Date: March 2025
Last reviewed on: November 2025
Next review due by: November 2026