

East Midlands Academy Trust

Charging and Remissions Policy

'Every child deserves to be the best they can be'

| Scope: East Midlands Academy Trust & Academies within the Trust | |
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| Version: V6 | Filename: EMAT Charging and Remissions Policy |
| Approval: October 2025 <i>Approved by the Trust Board</i> | Next Review: October 2026 <i>This Policy will be reviewed by the Trust Board (FEPC committee) annually</i> |
| Owner: East Midlands Academy Trust Board of Trustees | Union Status: Not Applicable |

| Policy type: | |
|--------------|-----------------------------------|
| Statutory | Replaces Academy's current policy |

Revision History

| RevisionDate | Revisor | Description of Revision |
|--------------|---------|---|
| Oct 2025 v6 | N Dhana | Policy review - No changes |
| Oct 2024 v5 | N Dhana | Reference to EMAT Complaints and Lettings policies. |
| Oct 2023 v4 | N Dhana | Policy review – No changes |
| July 2022 v3 | M Juan | Policy review – No changes |
| July 2021 v2 | M Juan | Updates to include (in line with policy provided by legal team) full breakdown of charges |
| July 2020 v1 | M Juan | New EMAT Charging and Remissions Policy |

EMAT Charging and Remissions Policy

1. PURPOSE & AIMS

The purpose of East Midlands Academy Trust's Charging and Remissions policy is to ensure every child who is a registered pupil at our academies has an equal opportunity to benefit from Academy activities and visits (curricular and extra- curricular) independent of their parents' financial means.

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

EMAT recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible Academies shall publish a list of visits (and their approximate cost) at the beginning of the Academy year so that parents can plan ahead.
- Academies will have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- The Trust acknowledges that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

2. STATUTORY FRAMEWORK

The policy has been informed by

- Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities (DfE, 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf
- Education Act 1996, Sections 449 – 462
<http://www.legislation.gov.uk/ukpga/1996/56/contents>
- The Governance Handbook 6.7.5
<https://www.gov.uk/government/publications/governance-handbook>

3. OUR ETHOS

East Midlands Academy Trust recognises the valuable contribution that a wide range of additional activities including clubs, practical activities, music lessons, trips and residential experiences can make to a pupils' social and personal care. The Academy seeks to provide its pupils with meaningful firsthand experiences. From time to time therefore parents will be asked to contribute voluntarily towards the cost of specific activities which are deemed to be of high educational value. It will be made clear to parents that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request.

4. CHARGES

a) Admissions

EMAT **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process for any of its academies.

b) Education provided during school hours

Subject to the limited exceptions outlined in this policy, EMAT **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

c) Education provided outside of school hours

No charge will be made for education provided outside of 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 academy or part of religious education.

d) School meals

EMAT **does not** charge for school meals where the pupil is eligible for free school meals or infant free school meals.

Pupils who are not entitled to free school meals **will** be charged. Charging arrangements should be obtained from the academy's website and/or school office.

e) Prescribed public examinations

EMAT **does not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by any of the academies in the trust.

However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the academy **may** seek to recover the fee from the pupil's parent/carer.

f) Materials, books, instruments or equipment

EMAT **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

g) Music, instrumental or vocal tuition

EMAT **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition (but, in the case of tuition in playing a musical instrument, the group will not exceed four pupils).

The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

No charge will be made if the tuition is:

- provided to a pupil who is looked after by a local authority; or
- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the school.

h) Transport

EMAT **does not** charge for:

- transporting pupils to or from the academy's premises where the local authority has a statutory obligation to provide transport.
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the school.

i) Residential visits

EMAT **does not** charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or is part of

religious education.

- supply teachers to cover for those teachers who are accompanying pupils on a residential visit.

Academies **will** charge for board and lodging relating to residential visits (see **section 4j**).

j) Optional extras

EMAT **does** charge for 'optional extras'.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education.
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the academy.
- other transport (outside of that outlined in **section 4h**).
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of an optional extra an amount **will** 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, which includes 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 for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

k) Voluntary contributions

Academies may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities.



Where it is intended that an activity is to be funded by voluntary contributions, the Headteacher will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions.
- there is no obligation to make any contribution.
- if insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled.

No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

l) Refunds

Request for refunds for activities will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment.

The academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy on the basis of a pupil's breach of the academy's behaviour policy.

m) Damage to property and breakages

Where the school's property has been wilfully or recklessly damaged by a pupil or parent/carer, the school **may** charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school **may** charge those responsible for some or all of the cost .

5. REMISSIONS

Parents/carers who can prove they are in receipt of the following benefits may be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)

- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

6. COMPLAINTS

Complaints regarding this policy or its application should be raised under the EMAT complaints procedure which can be found on the trust website, the SAMPeople platform or via the Governance & Compliance dept at governance@emat.uk

7. CHARGES FOR THE USE OF ACADEMY PREMISES AND FACILITIES

The EMAT Lettings Policy sets out the conditions and charges relating to the use of Academy premises and facilities can be found on the trust website, the SAMPeople platform or via the Governance & Compliance dept at governance@emat.uk