Charging and Remissions Policy

Person with responsibilities	SBM
Any related legislation or document consulted	
Date of approval by Governors	**LGB meeting 21.10.26**
Date of next review	**Oct 2027**

CASTLEDON SCHOOL ACADEMY TRUST

CHARGING AND REMISSIONS POLICY

Introduction

Castledon School aims to have a clear process in place for charging and remissions. A range of activities and visits will be planned and offered to all students.

This charging and remissions policy complies with statutory requirements and is reviewed on an annual basis.

Charging Policy

We have set out the activities that there will be no charge for:

- Admission applications
- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;

- 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;

- Instrumental and vocal music tuition for pupils learning individually or in groups , unless the tuition is provided at the request of the pupil's parent/ carer.

- Entry for a prescribed public examination,if the pupil has been prepared for it at the school

- examination re-sit(s) if the pupil is being prepared for the re-sit at the school

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;

- where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will state clearly that the contributions are voluntary and that there is no obligation to make any contribution. No parent/carer will not be made to feel pressurised into paying.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- optional extras
- music and vocal tuition, in limited circumstances
- certain early years provision
- community facilities
- The school does request a voluntary contribution each term towards life skills to cover cooking, learning in the community and the ongoing running costs of minibuses
- In the 6th Form there is a termly contribution requested towards the vocational curriculum to cover costs such as cooking, sport in the community and specialist equipment for the vocational curriculum

Damage to Property

- Parents may be required to pay for damage to school property for which it is proven that a child/ children are responsible.

Optional Extras

Charges may be made for some activities which are detailed below:

- 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; or
    - part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit (subject to remission arrangements)
- extended day services offered to pupils (for example breakfast club, after- school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body)

In calculating the cost of optional extras an amount may 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 made in respect of individual pupils will **not** exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Remissions Policy

Consideration will be given to waiving the charge for board and lodgings for pupils whose parents are receiving specified benefits. This is subject to change but usually equates to pupils being eligible for free school meals (due to the receipt of specified benefits and not through the introduction of universal infant FSM).
Current eligible benefits can be found on the DfE website.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

October 2026