



# Charging and Remissions Policy

Approved by: **Trust Board** Date: 28 January 2022

Approved by: **LGB** Date: 7<sup>th</sup> Feb 2022

Last reviewed on: **July 2025**

Next review due by: **July 2026**

Please note that, while the DfE's 'Charging for school activities' guidance is advisory, all schools are required to have a Charging and Remissions Policy, in accordance with the DfE's 'Statutory policies for schools and academy trusts'.

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### Statement of intent

Enhance Academy 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.

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

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

### 1. Legal framework

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

### 2. Charging for education

The school will not charge for:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 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 RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits, if the pupil is being prepared for the resits at the school.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras (see section 3).
- Music and vocal tuition, in limited circumstances (see section 5)
- Use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

### 3. Optional extras

The school may charge for activities known as '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
  - Part of RE
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the Trust Board has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, e.g. breakfast or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation

- Non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

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#### **4. Voluntary contributions**

The school may ask for voluntary contributions towards the benefit of the school or school activities which would not otherwise be possible. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

Some activities for which the school may ask parents for voluntary contributions include:

- school trips
- sports activities
- activities provided on site by an external agency

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent 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.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Any amount requested will not exceed the actual cost of providing the activity, divided by the number of pupils willing to participate. The charge will not take into account the cost of staff already employed by the school.

The only possible refund for children who are absent from an educational visit, will be that portion of a voluntary contribution that has not been calculated by sharing costs equally, i.e. it has not been arrived at by dividing a total cost by the number of children.

For example:

The individual cost of a coach, calculated by dividing the total cost by the number of children originally attending the visit, would **not** be refunded.

The individual ticket cost to enter a site **could** be refunded. This portion will be refunded as long as the rules of the establishment being visited allow for this to happen.

## 5. Activities we charge for

The school will charge for the following activities:

- Breakfast club
- After-school clubs
- Wraparound Afterschool Club
- Nursery Wrap Around
- Residential Trips

1. **Breakfast Club** - The school offers Breakfast Club starting at 7.50am each week day morning during term time. Breakfast Club costs £3.70 per session payable via ParentPay.

Parents have to pre-book attendance and upload funds to pay through ParentPay on or before the 7-day rolling cut off point. Payment is taken from your account as the session is booked. If the funds are not available at the point of booking the session will cancel within 15 minutes of booking.

Late bookings will only be made in exceptional circumstances by the office staff and will only be possible if we have the staff, so are not guaranteed. Late booking could be subject to an additional administration fee of £5.00. This will be added to your ParentPay account at the time of booking by the office staff and will need to be paid before the late booking can be made. Parents should not rely on 'same day' bookings unless in an emergency as places may not be available due to staffing ratios.

If you wish to amend your bookings you can do so on ParentPay up until the 7-day cut off point. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc if it is taking place within the 7-day rolling cut off point during which the parent can no longer cancel the booking themselves. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities

If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies. Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

Arrears are promptly identified and outstanding balances are pursued. Emails / Letters are sent each week if there is an outstanding balance. If this debt is not cleared by the end of that week or exceeds £20 (the total debt allowed per family adding After School Clubs, Breakfast Club, Wrap around Care

and School Dinners combined) then parents will receive a call from the school to discuss payment. The school has the right to refuse attendance to Breakfast Club until the arrears are cleared in full.

If anyone eligible for Tax Free Childcare wants to use their Tax Free Childcare account to pay for Breakfast Club please contact the school office to book (also see the Tax Free Childcare section below).

- 2. After School Clubs -** The school may charge for attendance at After School Clubs. A club offer list is posted on the school website, Facebook page and sent to parents through Class Dojo at the end of each half term outlining the available clubs and the cost for each. Clubs can be booked online using ParentPay. Clubs are available on a first come first serve basis.

If insufficient numbers of children sign up to a club, the club may be cancelled and refunds given via ParentPay.

It is not possible to reimburse parents when a pupil is absent from school or they decide to drop out of a club once they have secured a place.

On the occasion that a club needs to be cancelled due to staff absence etc. parents will be notified as soon as possible and a refund for the session will be made via ParentPay.

If anyone eligible for Tax Free Childcare wants to use their Tax Free Childcare account to pay for after school clubs please contact the school office to book (also see the Tax Free Childcare section below).

- 3. Wraparound Afterschool Club –** The school offers afterschool club from the end of the school day until 4.30pm during term time. Afterschool Club costs £6.20 per hour payable via ParentPay.

Parents have to pre-book attendance and upload funds to pay through ParentPay on or before the 7-day rolling cut off point. Payment is taken from your account as the session is booked. If the funds are not available at the point of booking the session will cancel within 15 minutes of booking.

Late bookings will only be made in exceptional circumstances by the office staff and will only be possible if we have the staff, so are not guaranteed. Late booking could be subject to an additional administration fee of £5.00. This will be added to your ParentPay account at the time of booking by the office staff and will need to be paid before the late booking can be made. Parents should not rely on 'same day' bookings unless in an emergency as places may not be available due to staffing ratios.

If you wish to amend your bookings you can do so on ParentPay up until the 7-day cut off point. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities

If you no longer require the use of Breakfast Club or After School Club e.g., you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies. Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

Arrears are promptly identified and outstanding balances are pursued. Emails / Letters are sent each week if there is an outstanding balance. If this debt is not cleared by the end of that week or exceeds £20 (the total debt allowed per family adding After School Clubs, Breakfast Club, Wrap around Care and School Dinners combined) then parents will receive a call from the school to discuss payment. The school has the right to refuse attendance to Afterschool Club until the arrears are cleared in full.

If anyone eligible for Tax Free Childcare wants to use their Tax-Free Childcare account to pay for Afterschool Club please contact the school office to book (also see the Tax Free Childcare section below).

- 4. Nursery Wrap Around** - A charge is made to parents whose children attend our Wrap Around nursery sessions. This charge is to pay for staff supervision over the extra 45 minutes between sessions.

This payment is charged each half term and should be paid via ParentPay in advance of the week the sessions take place. Parents can pay weekly or pay for the whole half term.

Arrears are promptly identified and outstanding balances are pursued. Emails / Letters are sent each week if there is an outstanding balance. If this debt is not cleared by the end of that week, then parents will receive a call from the school to discuss payment. The school has the right to change the child's nursery sessions to Mornings or Afternoons if payments are not made promptly.

If children have a 30 hour nursery code this may be used to pay for the Wrap Around cover. Please contact the school office.

If anyone eligible for Tax Free Childcare wants to use their Tax-Free Childcare account to pay for Nursery Wrap Around, please contact the school office to book (also see the Tax Free Childcare section below).

- 5. Residential** - The Governors hope that all Year 6 pupils will be able to take part in the School Residential.

Parents will be charged for the cost of board and lodgings, outdoor activities and transport to and from the residential. Children whose parents are unable or unwilling to meet these costs may unfortunately not be able to attend the residential. However, as specified in the section 8 below, the school may be able financially support students, who meet specific criteria to attend this event.

Children whose combined family debt (combined family debt = Dinner Money, Breakfast Club for all siblings combined) exceeds £20 may unfortunately not be able to attend the residential until this debt is cleared.

## 6. School Dinners

School meals are currently provided by our catering partner ISS. Healthy, fresh, nutritious meals are prepared on site daily. The lunch menu is published on the ISS website <https://parents.feedinghungryminds.co.uk>

Universal Infant Free School Meals – Pupils in Reception Class, Year 1 and Year 2 are entitled to Universal Infant Free School Meals.

For the Academic Year 2025 / 2026, School Meals are available for pupils in KS2 (Class 3-6) at a cost of £2.85 per day, £14.25 per week.

Pupils may be eligible for Free School Meals if their parents/carers are in receipt of certain benefits. Please see the school office if you think you may be eligible for an application form. Confidentiality is strictly adhered to.

Pupils can order in school on a morning during registration. This is the school's preferred method of ordering as no meal is ordered if a child is absent and children remember what they have ordered that day. Parents can also pre-order meals at home using the ParentPay meal ordering system for weeks in advance, however if your child changes their mind on the day of that meal the school is unable to change their meal choice if it has been ordered at home. Also, if your child is absent, it is the parent's responsibility to cancel this pre-order before 8am otherwise you may be charged.

Parents are asked to pay in advance for school meals, online at [parentpay.com](https://parentpay.com) . No charge is made if a meal is not ordered any balance is rolled over to the following week.

Dinner money balances are retained on ParentPay and are available to check by logging on to their account.

Arrears are promptly identified and outstanding balances are pursued. Emails / Letters will be sent out weekly for school dinner debts. The school requests that all debts are cleared before the beginning of the following week. If the debt is not cleared by the start of the following week or where the combined family debt (combined family debt = Dinner Money, Breakfast Club for all siblings combined) exceeds £20.00 a call will be made to parents/carers to discuss payment. If this debt is not cleared by the date agreed during this call then the school reserves the right to refuse access to School Dinners and packed lunches must be provided until the debt is cleared.

Any debt remaining after a child has left St Giles C of E Academy will be transferred to remaining siblings at the school where applicable.

## 7. Music tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge will be made in respect of pupils who are Looked After Children.

## 8. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

## 9. Financial Support

If you are experiencing any financial difficulties, please contact the school office in confidence and we will endeavour to help. Requests will be reviewed and help offered on a case-by-case basis.

Parents in receipt of any of the following benefits may request assistance with the costs of activities, clubs and residential trips:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the School Office Administrators via email: [office@stgiles.enhanceacad.org.uk](mailto:office@stgiles.enhanceacad.org.uk) or phone: 01977 794179.

## 10. Tax Free Childcare

Some parents may be eligible for Tax Free Childcare. To check eligibility and sign up for Tax Free Childcare account visit the website below:

<https://www.gov.uk/tax-free-childcare>

Once set up, you can use your Tax-Free Childcare account for Nursery Wrap-around Care, Breakfast Club and After School Club instead of ParentPay. Please contact the school office to inform us you would like to pay this way and we will book you onto the club and raise an invoice for you to pay using your Tax-Free Childcare account. All invoices need to be paid in full in advance of the term that the sessions take place.

## 11. Tax Free Childcare – Wraparound Care (Breakfast Club/After-school Club)

To use your Tax-Free Childcare account to pay for regular childcare you will need to inform the school office the days that you will require for the entire half term at the end of the half term before the sessions are due

to take place. An invoice will be raised and sent to the parent via Class Dojo. This invoice needs to be paid in full in advance of the term that the sessions take place. Once the sessions have been booked, in a half termly block, additional sessions will need to be booked on ParentPay at the full price. If the day the sessions have been booked for needs to be altered due to shift pattern changes you are able edit the sessions on ParentPay up until the 7-day cut off point. Any unused sessions cannot be refunded.

### 12. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

**School Books** - There will be a charge of £5.00 for any school reading books which are lost or returned damaged. This is payable on ParentPay.

### 13. Income generation

In line with the ESFA's '[Academy trust handbook](#)', the Trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

### 14. Freedom of Information Policy and Publication Scheme

The Trust's Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information.

### 15. Monitoring and review

This policy will be reviewed at least annually by the Trust. The next scheduled review date for this policy is July 2026.