



Charging and Remissions Policy

February 2026

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Finance and Premises Committee	4 February 2026
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1. Introduction

The Forge Brook Trust believes that every pupil should have the opportunity to access a rich, broad, and balanced curriculum, including trips, experiences, and extracurricular activities. Financial circumstances should never act as a barrier to a pupil's participation.

This policy explains when charges may be applied, when they are not permitted, when families are entitled to financial support, and how schools will communicate with parents. It applies to every school within The Forge Brook Trust and any activity arranged by the Trust.

2. Legal Framework

This policy is based on Sections 449–462 of the Education Act, which apply to all schools in England. Academy trusts must comply through their funding agreements. The DfE's "Charging for School Activities" guidance (May 2018) provides additional expectations.

3. Roles and Responsibilities

Trust Board: Approves the policy and oversees legal compliance.

Finance and Premises: Ensure charges are fairly applied and accurately recorded.

CEO & CFO: Ensure consistent implementation and offer advice.

Headteachers: Apply the policy day-to-day and communicate clearly with parents.

EVCs: Ensure trip planning and costings are compliant.

4. Key Principles

No child should be excluded because of family financial circumstances.

Charges must reflect the actual cost per pupil and no more.

Voluntary contributions must be genuinely voluntary.

Parents must be informed clearly about costs and support options.

Application of the policy must be consistent across the Trust.

5. Activities for Which Schools Cannot Charge

- 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\Student 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\Student. This does not include additional tuition provided at the request of the Pupil\Student's Parent/Carer.
- Exam entry fees where the school has prepared the pupil.
- Transport of registered Pupil\Students to or from premises where the governing body has arranged for Pupil\Students to be educated at premises other than the school. Transport provided in connection with an un-chargeable educational visit.
- An admission application or process.

6. Activities for Which Charges May Be Made

- Optional extras such as non-curricular trips, residentials, and clubs.
- Some types of music tuition (individual, small groups, exam-related costs).
- Materials or items parents wish pupils to own (e.g., DT projects).
- Certain exam fees (e.g. re-marks requested by parents, entries not recommended by the school).
- Cost recovery for damage or loss.
- Any materials, books, instruments, or equipment, where the Pupil\Student's Parent/Carer wishes the Pupil\Student to own it.
- Community facilities/lettings.
- Board and lodging for a Pupil\Student 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\Student is being prepared for at the school, or part of religious education.

- Public examination fees where the Pupil\Student has not been prepared for the examination by the school or where the Pupil\Student fails without good reason to meet the examination requirement for that syllabus.
- Examination re-marks where requested by the Parent and not supported by the school.
- Extended day services offered to Pupil\Students (for example 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.

7. Optional Extras – Further Detail

An optional extra is an activity or provision that takes place wholly or mainly outside of school hours and is not required as part of:

- the national curriculum,
- a syllabus for a prescribed public examination for which the pupil is being prepared at the school, or
- statutory religious education.

Optional extras may include transport, accommodation, specialist instruction, extended day services or non-curriculum trips and residential. Parents must give written consent for their child to participate and schools may charge the full cost of the optional extra.

8. Residential Visits

For curriculum-linked residentials, education is free of charge. Schools may charge for board and lodging but must apply mandatory remissions for eligible families. Optional residentials may be fully chargeable.

9. Transport

Transport is chargeable only when hired solely for an optional extra. Transport required to deliver statutory education must not be charged for.

10. Music Tuition

Schools may charge for individual or small-group lessons, instrument hire, or external instructor fees. Curriculum-required music tuition must remain free.

11. Remissions (Financial Support)

Mandatory remission must be applied to board and lodging for curriculum-linked residentials if parents receive qualifying benefits. Schools may offer discretionary remission in cases of hardship.

12. Voluntary Contributions

Voluntary contributions may be requested for enrichment activities. Children whose families do not contribute cannot be treated differently. Activities may be cancelled if contributions are insufficient.

13. Trip Costing, Surpluses and Refunds

Costings must reflect the true cost per pupil. Surpluses over 5% and £10 per child must be refunded; smaller surpluses may support future activities.

14. Communication

Parents must be clearly informed whether an activity is chargeable or voluntary and whether remissions apply.

15. Monitoring and Review

The policy is reviewed annually by the CFO and approved by the Trust Board.