HumberEducationTrust
Where everybody counts, every moment matters.

Adopted by Cambridge Park Academy

Charging and Remissions Policy

Approved by:	Trust Board
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Contents

Introduction	Page 3
Aim	Page 3
Responsibilities	Page 3
Prohibition of Charges	Page 3
Charges	Page 4
Community Use	Page 4
Service Level Agreements	Page 4
Remissions	Page 4
Voluntary Contributions	Page 5
Sign Off	Page 5

1. Introduction

This policy has been formulated in accordance with DFE guidance on: Charging for School Activities.

2. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

3. Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

4. Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- 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(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

5. Charges

(a) board and lodging on residential visits (not to exceed the costs)

(b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

(i) travel
(ii) materials and equipment
(iii) non-teaching staff costs
(iv) entrance fees
(v) insurance costs

(c) individual tuition in the playing of a musical instrument

(d) re-sits for public examinations where no further preparation has been provided by the school

(e) costs of non-prescribed examinations where no further preparation has been provided by the school

(f) any other education, transport or examination fee unless charges are specifically prohibited

(g) breakages and replacements as a result of damages caused wilfully or negligently by pupils

(h) extra-curricular activities and school clubs.

6. Community Use

Any club for school age children, organised by external providers who charge membership fees and operating before 6pm will be managed as a private letting using the concessionary hire rates. For usage wholly after 6pm, lettings will be managed as Directed Community Use (LA). The respective school will retain up to date ERCAS registration/Insurance certificates and provide users with the school Premises hire Policy. A log will be maintained of usage and invoices generated on a termly basis.

Any free, school run clubs or other clubs run on a charitable basis will not incur charges.

7. SLAs

Any shared services brokered to other schools will be subject to a Service level Agreement and agreed hourly rate. The hourly rate will be based on staffing costs, CPD, travel and other performance related costs. Rates will be subject to review on an annual basis.

8. Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during curriculum related residential school trips. The relevant support payments are:

- income support
- family credit
- income based job seeker's allowance

- disability working allowance

9. Voluntary Contributions

All parents will be invited to make a voluntary contribution for the following:

a) Educational Visits and associated transport costs – the school will subsidise these were possible
b) Theatrical performances
c) Other optional, extra provision for the pupils, which may not take place without financial support

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and

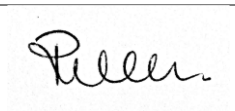
b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Voluntary contributions will be used to:

- Subsidise the costs associated with educational visits
- Payment of fees attached to Theatrical Performances

10. Sign Off

Approved By (print name):	Rachel Wilkes
Role Title:	Chief Executive Officer
Signature:	
Date:	October 2025