Charges and Remissions Policy 2026

EKC Schools Trust

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1. Introduction

This Document is a statement of the aims, principles and strategies used for charging parents at EKC Schools Multi-Academy Trust.

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This 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.

This policy is based on the Education Act 1996 (sections 449–462) and current Department for Education (DfE) guidance on charging for school activities, which all maintained schools and academies must follow.

2. Status

Statutory Roles and responsibilities of Headteacher, other staff and Governors within each Academy.

The headteacher, staff and Governors will ensure that the following applies:

No charges will be made for:

a) Education provided during school hours (including the supply of any materials, books, instruments or other equipment).

b) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.

c) Education provided on any trip that takes place during school hours.

d) Education provided on any trip that takes place outside of school hours if it is part of the National Curriculum or part of the Schools basic curriculum for religious education.

e) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

f) Transport provided in connection with an educational trip, e.g., swimming.

g) Examination entry fees where the pupil has been prepared for that examination at the school.

h) Education provided wholly or mainly during school hours must always be free of charge, in line with statutory requirements.

Activities for which charges may be made:

a) Activities outside of school hours.

b) Optional extras which are not part of the National Curriculum, including extended school services such as clubs, wraparound childcare or enrichment activities.

c) Materials or equipment where parents wish the pupil to own the finished product (e.g., design and technology projects).

Non-residential activities (other than those listed in point 1 above) take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential Activities:

a) Board and lodging costs (but only these costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

b) Residential trips deemed to take place outside school time (other than for those listed in point 1 above).

c) When any trip is arranged, parents/carers will be notified of the policy for allocating places.

Calculating Charges:

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

All charges and contributions will be clearly communicated to parents/carers in advance.

3. Remissions

In order to remove financial barriers from disadvantaged pupils, the Local Governing bodies have agreed that some activities and visits where charges can legally be made may be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. These remissions may be applied where the Academy receives Pupil Premium funding for a pupil. Criteria for qualification for remission are given below.

Parents/Carers in receipt of:

- Income support.
- Income-based Jobseekers Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit – provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit – if you apply on or after 1st April 2018, your household

income must be less than £7,400 a year (after tax and not including any benefits you get).

In line with statutory guidance, pupils eligible for the above benefits must not be charged for board and lodging on residential visits that take place during school hours.

4. Insurance

Any insurance costs will be included in charges made for trips and activities.

5. Voluntary Contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high-cost materials, trips involving traveling to another venue or visitors to school who provide a service.

No pupil will be excluded from an activity on the basis of their parents' inability or unwillingness to contribute, in line with statutory guidance.

However, it may be necessary to cancel a trip or visit where insufficient voluntary contributions are received.

6. Monitoring, Evaluation and Review

The Trustees will review this policy at least every two years and assess its implementation and effectiveness, The policy will be promoted and implemented throughout the Academies within the Trust.

Arrangements for monitoring and evaluation:

Local Governing Bodies will monitor the impact of this policy through their finance monitoring to ensure its effectiveness on ensuring a rich and varied curriculum, equality and inclusion and financial sustainability.

The Governing Board retains overall responsibility for approving and monitoring the implementation of this policy, in line with DfE expectations for maintained schools and academy trusts.