Diocese of Norwich Education and Academies Trust

Charging and Remissions for Academy Activities

Policy Type:	**Trust Policy**
Date Issued by MAT:	**07/10/2026**
Approved By:	**Trust Executive Team**
Approval Date:	**28/09/2026**
Review Date:	**September 2027**
Person Responsible:	**Head of Finance**

Our Christian Ethos and Values
All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles
The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation it sets out the responsibilities of the Trust, its Executive Officers, the Local Governance Committee and the Principal / Headteacher. The Principal / Headteacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

Contents

1. Purpose of Policy..... 3
2. Circumstances where no charge is made 3
2.1 Education in School..... 3
2.2 Transport..... 3
2.3 Residential visits 3
2.4 Music Tuition..... 3
2.5 Examination Fees 3
3. Circumstances where the school may charge parents 3.1 Optional Extras 3
3.2 Education..... 4
3.3 Transport..... 4
3.4 Examination Fees 4
3.5 Board and Lodgings..... 4
3.6 Extended Schools 4
3.7 Community Facilities..... 4
4. Voluntary Contributions 4
5. Remissions 5
6. Supplementary Information 5
7. Breakages and Damage 5
8. Owed money and Debt Recovery 5

1. Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities in academies in the Trust. The policy has been drawn up in accordance with Sections 449-462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities. This also applies to the Academy Trust as set out in our Funding Agreement with the Secretary of State.

2. Circumstances where no charge is made

2.1 Education in School

- Education provided wholly or mainly during school hours.
- Admission to school for children of compulsory school age.
- Activities that are part of the entitlement curriculum (1) for all pupils, or are part of a prescribed examination syllabus, or part of Religious Education.
- The supply of any materials, books and instruments or other equipment that are a requirement of the entitlement curriculum.

(1) The 'entitlement curriculum' is the learning activities and experiences that the academy will make available to all or any pupil that is provided wholly or mainly during school hours.

2.2 Transport

- Transporting registered pupils to or from the academy premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local 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 academy.
- Transport provided in connection with an educational visit, which is part of the entitlement curriculum.

2.3 Residential visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the entitlement 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.

2.4 Music Tuition

- Children learning to play musical instruments as part of the entitlement curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education;
- Cost associated with preparing a pupil for an examination.

2.5 Examination Fees

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

3. Circumstances where the school may charge parents

3.1 Optional Extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is

being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

3.2 Education

- Activities that take place mainly or wholly out of school time if they are not part of the entitlement curriculum, not part of a syllabus for a prescribed public examination that the pupils are being prepared for at the academy and not part of religious education.
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the pupil wish to keep the finished product e.g. ingredients or materials.
- Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the entitlement curriculum.

3.3 Transport

Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.

3.4 Examination Fees

- An examination that is independent of the academy curriculum, but the academy arranges for the pupil to take it.
- An examination re-sit where the pupil has already been entered for the same examination by the school

3.5 Board and Lodgings

The cost of board and lodging for residential trips, even when taking place largely during school time. (Pupils whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging).

3.6 Extended Schools

- Extended day services offered to pupils, for example breakfast club, after school clubs, homework clubs.
- Additional nursery sessions over and above the free entitlement provided by the school.

3.7 Community Facilities

Facilities used by the Local Community, for example holiday childcare or swimming pool sessions.

4. Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities that supplement the normal academy curriculum. Requests to parents for voluntary contributions will state that:

- there is no legal obligation to make a voluntary contribution;
- pupils will not be excluded through parents' inability or unwillingness to pay;
- pupils of parents who cannot contribute will not be treated any differently;
- where there are not enough voluntary contributions to make the activity possible and there is

no way to make up the shortfall, the activity will be cancelled.

Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

5. Remissions

Parents whose children are eligible for targeted free school meals will be exempt from paying the cost of board and lodging of a residential trip.

Children of school staff working within that school or federation are entitled to a fee remission of up to 75% on the charges for Extended Schools provision, as defined in paragraph 3.6. This remission is discretionary, to be determined by the Headteacher.

The governing body may wish to remit in full or in part, the cost of other activities for parents in certain circumstances.

6. Supplementary Information

Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as Uniform, P.E. Kit, Calculators, and Pens etc.

7. Breakages and Damage

Where a pupil's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the academy's discretion.

8. Owed money and Debt Recovery

Where the school incurs material additional costs in recovering an outstanding debt then the school may decide to seek to recover such costs from the debtor. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the school in recovering the debt.

If a response or payment is not received within a reasonable time, the school may seek to refer the matter to a Debt Recovery Agency who will take action to recover the funds. All costs will be claimed against the parent/carer. The agency's commission may be as high as 20% and additional set up and collection fees will also be claimed.