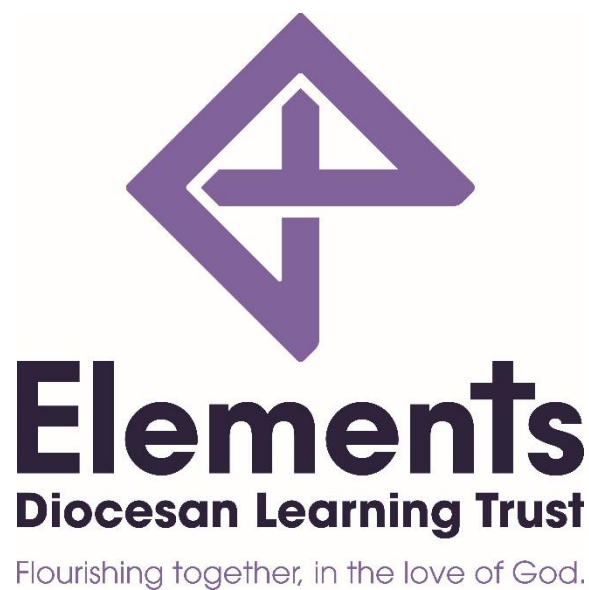


Charging and remissions policy



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Together we flourish, in the love of God

Elements Diocesan Learning Trust is a company limited by guarantee registered in England and Wales with the company number 13588310. Registered address: 16, Lowesmoor Wharf, Lowesmoor, Worcester. WR1 2RS

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1. Vision and Values

Together we flourish in the love of God

Elements Diocesan Learning Trust values the individual nature of each school within the Trust family. We believe that every person is a unique and precious gift, created with purpose and value. We nurture each person as a child of God and recognise their inherent potential. Through our collective efforts, we inspire hope, nurture faith, and promote the flourishing of each school.

We ensure that every person is seen, valued, and empowered to succeed, regardless of their background or circumstances. Through justice and equity, we foster an inclusive environment where diversity is celebrated, and every person's unique gifts are honoured.

By embracing these principles, we create a culture where every person values themselves, their community, and the world around them to become compassionate, confident, and responsible individuals.

Guiding Elements



Dignity and Respect



Community and
Living Well Together



Hope and Aspiration



Wisdom, Knowledge
and Skills

Living out our Christian values

As a Church of England trust, we place our **Christian values** at the heart of all that we do.

Wisdom

The decisions we take are wise and are based on informed discussions and evidence and aimed at ensuring we achieve the best outcomes for all without forsaking our values

Hope

We have hope for a positive future and always finding positive outcomes

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Honesty

We are honest with all inside and outside our organisation, whilst being sensitive to how we deliver these messages

Community and Helpfulness

We work in co-operation and partnership with all staff and wider stakeholders

Dignity and compassion

We treat all those within and outside our organisation with dignity, irrespective of the circumstances, and we show everyone compassion for the difficulties that they are experiencing

Respect

We are respectful to all, dedicated to ensuring inclusivity and diversity with those that we work with and for others that meet and our actions may affect.

Integrity

We have strong principles rooted in our Christian mission that lead our actions and decisions

Our values are founded in a Christian tradition which celebrates humanity's unique role in the world and sets robust expectations for living life well. They set a foundation for our work, directly contributing to the aims of education, as we aim to enable everyone in our community, children and adults to '***flourish in the love of God***'.

As Jesus commanded us to love God and one another, so we offer hospitality, **compassion**, and **respect**, accepting and celebrating the diversity of God's creation, with everyone knowing they are valued. This is exemplified through our care and **helpfulness** towards others, especially those in need, knowing the worth of belonging to our immediate and wider communities. Following the profound example of Christ, the trust aims to carry out its work with **wisdom**, considering all appropriate factors and putting our children and young people first. God's power enables us to work with **integrity**, as we carry out our Christian mission. This value highlights the duty of the **trust** to contribute to **aspirational and hopeful** futures for the children and young people we serve.

2. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

3. Legislation and guidance

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.

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

4. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

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5. Roles and responsibilities

5.1 The Trust Board

The Trust Board has overall responsibility for approving the Charging and Remissions Policy.

5.2 The Local School board

The Local School board has overall responsibility for monitoring the implementation of the charging and remissions policy, but can delegate this to the Local Finance Audit and Risk Committee.

5.3 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

5.4 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

5.5 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

6. Where charges cannot be made

Below we set out what we **cannot** charge for:

6.1 Education

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- 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

6.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated

- › Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- › Transport provided in connection with an educational visit

6.3 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 National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- › Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

7. Where charges can be made

Below we set out what we **can** charge for:

7.1 Education

- › Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- › Optional extras (see section 6.2)
- › Music and vocal tuition, in limited circumstances (see section 6.3)
- › Certain early years provision
- › Community facilities
- › Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

7.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- › Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- › Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- › Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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

- › Any materials, books, instruments or equipment provided in connection with the optional extra
- › The cost of buildings and accommodation
- › Non-teaching staff

- › Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- › The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, 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/carers 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 that is to be charged for.

7.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- › If the teaching is an essential part of the National Curriculum
- › If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- › For a pupil who is looked after by a local authority

7.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

8. Voluntary contributions

As an exception to the requirements set out in section 6 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

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

- › School trips
- › Sports activities
- › Special events / visitors to school

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

9. Activities we charge for

The school will charge for the following activities:

- › Breakfast and after school activities
- › Sports clubs
- › Other activities to be determined by the school

For regular activities, the charges for each activity will be determined by the Local School Board and reviewed annually. Parents/carers will be informed of the charges for the coming year in advance.

10. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 7 and 9 of this policy. This will be at the discretion of the local school board and will depend on the activity in question.

In order to remove financial barriers from disadvantaged pupils, the trust has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This will be at the discretion of the local school board following recommendations from the headteacher and will depend on the activity in question.

10.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 Pension Credit
- Child Tax Credit – provided you're 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 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Additional categories of parents may claim help with some costs in the following circumstances:

- Specific individual circumstances that have caused temporary hardship
- Recently moved into hardship but not yet receiving the benefits mentioned above
- Made a specific request to the Headteacher for any other justifiable reason.

The remission is at the Headteacher's discretion in these circumstances based on any evidence provided

11. Monitoring arrangements

The Headteacher will monitor the applied charges and remissions, and will ensure these comply with this policy.

The Local School Board (or delegated FARC) monitor the implementation of the policy

This policy will be reviewed by the CFO and the Trust Board will approve the policy annually.