

Charging and Remissions Policy

AREA:	FINANCE
AUDIENCE:	TRUSTEES & HEAD OF PROVISION
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OWNED & REVIEWED BY:	CHIEF FINANCE OFFICER
APPROVED BY:	CHAIR OF BAT BOARD OF TRUSTEES / FINANCE & CAPITAL COMMITTEE
LAST APPROVAL DATE:	03.12.2025

Brunel Academies Trust (BAT) is a company limited by guarantee with registration number 10074054 and registered offices at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN; BAT is the parent company and Sole Corporate Member of the subsidiary company Brunel Education (BE). Brunel Education is a charitable company limited by guarantee with registration number 11991915, registered with the Charities Commission of England Wales (Charity Number 1214820) and with registered offices at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN.

Tier 1 policies are centrally held policies relating to Education, Governance, People Services, Finance, ICT and Operations and are the direct responsibility of BAT. Tier 1 policies are created by the BAT Central Services Team but adopted and reviewed by the BAT Board.

We are committed to a sustainable future and to improving the social, economic, and environmental well-being of the community. We are dedicated to environmental improvements that foster a sustainable future and lead to social and economical improvements in the communities we operate within.

Amendments to policy		
Date	Section	Amendment

Aims

This policy aims to ensure that:

- The Brunel Academies Trust (BAT) has robust, clear processes in place for charging and remissions
- BAT clearly sets out the types of activity that can be charged for and when charges will and will not be made
- BAT will offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking advantage of those opportunities

Legislation and Guidance

This policy is based on advice from the Department of Education (DfE) on charging for education 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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts. This policy complies with our funding agreement and Articles of Association.

Definitions

Charge - a fee payable for specifically defined activities

Remission - the cancellation of a charge that would be normally payable

Roles and responsibilities

4.1 Board Members, Directors, Governors, Trustees and Employees:

- The Trust board has overall responsibility for approving the charging and remissions policy
- The Trust board also has overall responsibility for monitoring the implementation of this policy, but this can be delegated to a committee
- Responsibility for approving the charging and remissions policy has been delegated to the Finance and Capital Committee
- Monitoring the implementation of this policy has been delegated to the Finance and Capital Committee

The Head of Provision (HoP)

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

Employees

Employees are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the HoP of any specific circumstances which 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.

Parents

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

Where charges cannot be made

Below we set out what we cannot charge for:

5.1 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 or education as part of the National Curriculum.
A syllabus for a prescribed public examination that the pupil is being prepared for

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
- 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

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Trust board.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 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

Where charges can be made

Below we set out what we can charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her 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

6.2 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 local authority or the Trust board has arranged for the pupil to be provided with education)
- 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 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 which is to be charged for.

6.3 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.

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

6.4 Residential visits

To enrich the curriculum for our children, we offer a residential trip to selected year groups that add to what they learn in school. The trip enables children to take part in outdoor and adventure

activities and in team building exercises. All specialist activities are undertaken with qualified instructors.

These trips are not part of the National Curriculum but are offered as Optional Extras. We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Trustees have determined that certain conditions should be applied when seeking “voluntary contributions” for improving or developing facilities within a school or when planning additional activity.

It must be made clear at the outset that there is no obligation on parents to make “voluntary contributions”. The cost can include travel, insurance, admission charges, any food or refreshments to be purchased and any materials, books or equipment relating to the activity.

When asking for “voluntary contributions” it must be made clear at the outset that should enough contributions not be received, then the activity will be cancelled.

Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9. Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt or receive a reduction in the cost from paying the cost or full 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 £17,005
- 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 £8,208 a year (after tax and not including any benefits you get)

Parents entitled to Free Schools Meals are entitled to claim for the remission, or reduction of the board and lodging element of the trip fees.

Parents who are not entitled to claim free school meals for their children but feel that they have particular hardship circumstances that means they are unable to make the monthly plan payments may discuss their case with the HoP. Remission of some of the board and lodging costs may be awarded to these parents on an individual basis at the discretion of the HoP.

10. Arrears

- Payments as part of a payment schedule should always be made on time and be received by the school by the set dates
- Parents who are experiencing difficulties with the payments must contact the HoP to discuss this at the earliest opportunity

Monitoring arrangements

The Finance Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the COO every year.

At every review, the policy will be approved by the Finance and Capital Committee.

This policy has been approved by the Finance and Capital Committee and adopted by the BAT Board of Trustees. The policy will be reviewed every year or earlier if change to legislation.

Signed on behalf of the BAT Board of Trustees:

Signed:  CEO

Signed:  Chairman of BAT Board of Trustees

Date: 03.12.2025