



# Inspire Education Trust

Together we achieve, individually we grow

## Charging & Remissions Policy

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**Policy Date:** September 2025

**Review Date:** September 2026

## Document History

| Version | Status |  | Date    | Author          | Summary Changes                                                                                           |
|---------|--------|--|---------|-----------------|-----------------------------------------------------------------------------------------------------------|
| V1      |        |  | Sept 21 | Jane Durkin     |                                                                                                           |
| V2      |        |  | Sept 22 | Michelle Nisbet | Annual review – updated to reflect Trust wide policy                                                      |
| V3      |        |  | Sept 23 | Michelle Nisbet | Annual review – update section 12                                                                         |
| V4      |        |  | Sept 24 | Kay Grainger    | Annual review<br>Amend FARC to read Finance Committee<br>Page 6, Point 12, final paragraph – new addition |
| V5      |        |  | June 25 | Heriate Mahachi | Annual Review – update section 12 with revised guidance from the DFE.                                     |

## **1. Definitions**

Charge – a fee payable for specifically defined activities

Remission – the cancellation of a charge which would normally be payable

## **2. Policy Statement**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

## **3. Assessment of Policy's Impact**

The effectiveness of this policy and its impact will be assessed by the Finance Committee who will monitor the outcomes and impact of this policy every year. The evidence base for assessment will be presented as agenda items at the Finance Committee meetings.

## **4. Roles and Responsibilities**

### **The Board of Directors**

The Board of Directors of Inspire Education Trust have overall responsibility for this policy

### **Academy Headteachers**

Academy Headteachers are responsible for ensuring staff are familiar with the charging and remissions policy and that it is being applied consistently. Headteachers must report any breaches of this policy to the Chief Finance Officer

### **Staff**

Staff are responsible for implementing the policy consistently and notifying the Academy Headteacher of any specific circumstance where they are unsure about or uncertain if the policy applies

### **Parents/carers**

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding this policy

## **5. Charges will not be levied for**

Inspire Education Trust academies will not charge for the following:

### **Education**

- i. Admission applications
- ii. Education provided during academy hours (including the supply of any materials, books, instruments or other equipment)
- iii. Education provided outside of academy hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education
- iv. 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

- v. Entry for a prescribed public examination, if the pupil has been prepared for it at the academy. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parent/carer
- vi. Examination resit(s) if the pupil is being prepared for the resit(s) at the academy. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents/carers

### Transport

- i. Transporting registered pupils to or from academy premises, where the local authority has a statutory obligation to provide transport
- ii. Transporting registered pupils to other premises where the Trust or local authority has arranged for pupils to be educated
- iii. Transport that enables a pupil to meet an examination requirement when the pupil has been prepared for that examination at the academy
- iv. Transport provided in connection with an educational visit

### Educational Visits

- i. Education provided on any visit that takes place during academy hours
- ii. Education provided on any visit that takes place outside academy hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy or part of religious education
- iii. Supply teachers accompanying pupils on a residential visit, covering for academy teachers

## 6. Charges may be levied for

Inspire Education Trust academies may charge for the following:

### Education

- i. Any materials, books, instruments or equipment, where the pupil's parent/carer wishes the pupil to own them
- ii. Instrumental or vocal tuition for pupils learning individually or in groups provided at the request of the pupil's parent/carer
- iii. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy and the pupil fails, without good reason, to meet any examination requirement for a syllabus

Parents/carers will be charged in full for the cost of peripatetic music lessons. Charges may be remitted in the case of pupils whose parents/carers were, at the time of requesting the tuition, in receipt of certain benefits which entitle the pupil to Free School Meals (listed at the end of this policy document).

### Optional Extras

Inspire Education Trust academies may charge for the activities known as 'optional extras' e.g. the provision of materials, books, instruments and equipment for following 'optional extras':

- i. 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
- ii. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at a Trust academy
  - iii. Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or Trust has arranged for the pupil to be provided with education)
  - iv. Board and lodging for a pupil on a residential visit
  - v. Extended services offered to pupils e.g. breakfast clubs, supervised homework sessions, after-school clubs

When calculating the cost of optional extras, an amount may be included for 'overheads' e.g. staffing, premises.

## 7. Bus Passes

Parents/carers will be charged in full for the termly cost of non-public service Bus Passes. Charges may be remitted in the case of pupils whose parents/carers were, at the time of requesting the pass, in receipt of certain benefits which entitle the pupil to free travel.

## 8. External Examinations (Secondary)

**Optional extra examinations** - the actual cost of optional extra examination fees (subject not taught to the pupil by the secondary provider) will be charged to the parents/carers in advance of the examination.

**GCSE/Equivalent Courses** - the secondary provider will only pay once for each GCSE or Technical entry unless there are extenuating circumstances that will be considered on an individual basis by the academy Headteacher and reported to the Trust's Curriculum Standards and Outcomes Committee.

## 9. Ingredients, Materials and Equipment

Inspire Education Trust reserves the right to charge for ingredients, materials or equipment or require them to be provided if the parents/carers have indicated that they wish their child to own the 'finished product'. This is mainly relevant within the secondary provision and directly relevant for the cost of materials for the following subjects - Science, Design and Technology, Art and Food Technology.

## 10. Broken Equipment

Inspire Education Trust may ask pupils and/or their parents/carers to contribute towards the cost of replacement items when damaged or broken as a direct result of misconduct by the pupil. This does not detract from staff's duty to brief pupils thoroughly and to manage a calm and safe educational environment.

## 11. Voluntary Contributions

On occasions, Inspire Education Trust academies may ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.

There is no obligation for parents/carers to make a voluntary contribution. No child will be discriminated against or excluded from an activity if their parents/carers are not able to contribute.

However, if the academy is unable to raise sufficient funds for an activity or visit, then it may be cancelled.

## 12. Information

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits (as at June 2025):

- Universal Credit (provided you have an annual net earned income of no more than £7,400)
- 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 guarantee element of Pension Credit
- Child Tax Credit (*provided 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 four weeks after you stop qualifying for Working Tax Credit*)

In addition, the following pupils will be protected against losing their free school meals (as at, June 2025):

- Since 1 April 2018, all existing free school meals claimants have continued to receive free school meals whilst Universal Credit is rolled out. This applies even if earnings rise above the threshold during that time. These Transitional Protections will remain in place until the end of the 2025/26 school year.
- From the start of the 2026/27 school year, the DFE will extend entitlement to free school meals to include all children from households in receipt of Universal Credit.

A pupil is only eligible to receive a free school meal when a claim for the meal has been made on their behalf and their eligibility, or protected status, has been verified by the school where they are enrolled or by the local authority.

Effective from 1 September 2024 Coventry Local Authority will be implementing a Free School Meal automatic enrolment process. Coventry LA will data match information against Housing Benefit and/or Council Tax Support applications to sign up eligible children for Free School Meals. Further information can be found <https://www.coventry.gov.uk/benefits-1/free-school-meals>

## 13. Responsibility

The Inspire Education Trust Board of Directors have a responsibility for the oversight of this and all policies within the Trust's academies and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

|                        |                 |                   |
|------------------------|-----------------|-------------------|
| Reviewed by:           | Heriate Mahachi | June 2025         |
| Senior Lead Review:    | Lois Whitehouse | July 2025         |
| Next Review Date:      |                 | September 2026    |
| Approved by Directors: |                 | 29 September 2025 |

Signed:



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Lois Whitehouse  
CEO



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Jane Durkin  
Chair of Finance Committee