

CHARGING AND REMISSIONS POLICY

2025-2026

MAT Board Approval:

November 2020

Last Review:

September 2025

Next Review:

Autumn 2026

Member of Staff Responsible:

CFO



DoWMAT Vision and Values

Our Vision

DOWMAT's vision is to foster an inclusive, nurturing environment where everyone flourishes - academically, spiritually, and personally. Rooted in Christian values, we prioritise the vulnerable, promote work-life balance, and strive to deliver exceptional education, while celebrating each academy's unique identity—reflecting the fullness of life promised in John 10:10.

'To love, to learn, to serve - through collaboration, honesty, and hope.'

Our Values

Love

We are committed to **Compassion and Care**: As Christ commands, we strive to love one another deeply, fostering empathy, respect, and kindness. We create a culture where we genuinely care for each other, supporting personal, professional and spiritual growth, as we walk in His love.

Learn

We are committed to **Continuous Growth and Wisdom**: Following the call to grow in knowledge and understanding, we cultivate a culture of curiosity, adaptability, and continual improvement. We encourage all to seek wisdom and learning, guided by God's truth, that we might serve more effectively.

Serve

We are committed to **Service and Impact**: Inspired by Christ's example of humble service, we dedicate ourselves to serving others, contributing to the well-being of our schools, communities, and beyond, bringing His light and love into all we do.

Collaboration

We are committed to **Unity in Purpose**: We value working together in mutual respect, knowing that through collaboration, we can have a greater impact supporting each other to achieve our shared vision.

Honesty

We are committed to **Integrity and Truth**: Following Christ's call to live in truth, we foster a culture of honesty, transparency, and trust, ensuring that our actions reflect His integrity in all dealings, upholding the highest ethical standards.

Hope

We are committed to **Inspiring Hope and Faith**: As bearers of Christ's hope, we instil in every individual the belief in their God-given potential to achieve great things, trusting in His plan to bring good out of all circumstances, and inspiring hope for a future filled with His promises.

1. Introduction

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreement to comply with the law on charging for school activities.

The principal circumstances in which charging is permissible under the Education Act 1996 are as follows:

School governing bodies and local authorities, **cannot** charge for:

- An admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- Catering for pupils in receipt of Universal Infant Free School Meals or Free School Meals.

Schools and local authorities **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras;
- Music and vocal tuition, in limited circumstances;
- Certain early years provision;
- Community facilities.

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- Education provided outside of school time that is not:
 - a) Part of the national curriculum;
 - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) Part of 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/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit.
- Extended school services such as before and after school clubs, holiday care, catering for breakfast, snacks or evening meal.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

2. School Trips

Residential (Essential) – For residential trips which are essential to the National Curriculum or are in preparation for accredited examinations, a charge may be levied for board and lodging.

Residential (Non-essential) – For residential trips which are not essential to the National Curriculum in which the majority of the trip takes place out of school hours, a charge will be levied up to the full cost of the trip.

3. Materials, Books, Instruments, Equipment

Any materials, books, instruments, or equipment, where the pupil or parent wishes him/her to own them, a charge may be levied for the cost of the materials used.

4. Music Tuition

Each Local Academy Board (LAB) reserves the right to levy charges in respect of individual and group music tuition, if the teaching is not an essential part of either the national curriculum or an accredited qualification syllabus being followed by the pupil.

5. Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the national curriculum, or that form an essential part of the syllabus for an accredited qualification.

If a pupil is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and other costs.

For all other activities outside school hours, the Local Academy Board reserves the right to charge up to the cost of the activity.

6. Damage / Loss to Property

The LAB reserves the right to levy a charge in respect of wilful damage, neglect or loss of Academy property and/or third-party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7. Voluntary Contributions

Where the Academy cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the Academy, the Academy may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

8. Lettings

Lettings charges are agreed by the DoF and arranged directly between the Trust and academy. Lettings are subject to a lettings agreement.

9. Remissions

If a pupil attracts an element of the Pupil Premium Grant the LAB reserves the right to remit charges in respect of the pupil, if it feels it is reasonable in the circumstances, in the following matters:

- a) Music tuition
- b) Residential cost of trips
- c) Educational resources
- d) Educational trips, including rewards trips
- e) Uniform

The extent of remission will be decided by the Headteacher and Chair of Governors.

Document History

Date	Author	Summary Changes	Approved by
11.09.2025	B Dutton	<ul style="list-style-type: none">▪ Annual Review▪ Point 1 updated▪ Point 8 updated	FARC
05.11.2024	C Rushton	<ul style="list-style-type: none">▪ Annual Review▪ Point 8 updated	F&A Committee
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