Charges and Remissions Policy

This policy is prescribed by The Good Shepherd Trust and all reference to 'the Trust' includes all Trust schools, the central team and subsidiary organisations.

Date adopted:	N/A		Last reviewed:	April 2026
Review cycle:	Annually		Is this policy statutory?	Yes
Approval:	Headteacher		Author:	Business Manager
Local approval:	Headteacher		Local author:	S Hamer
Next Review Date of Template Policy:			April 2027	

Revision record
Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	12.03.25	A Grimmond	n/a	- CCG control sheet replaced with GST template. - Review cycle amended from '3 years' to 'annually' to bring it in line with the GST policy delegation - formatting changed to Calibri 11 as per GST policy template stipulations - Monitoring arrangements updated to 9 instead of 10

1. Contents

1. Aims

Our College 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 be made

2. 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 449-462 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.

3. Definitions

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

4. Roles and responsibilities

4.1 The local committee

The local committee has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Principal.

The local committee also has overall responsibility for monitoring the implementation of this policy.

4.2 Principal

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

4.3 Staff

Staff are responsible for:

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

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

4.4 Parents/Carers

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

5. Where charges cannot be made

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

5.1 Education

- Admission applications
- Education provided during College hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside College 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 College
  - 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 College
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the College

5.2 Transport

- Transporting registered pupils to or from the College premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the College

5.3 Residential visits

- Education provided on any visit that takes place during College hours
- Education provided on any visit that takes place outside College 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 College
  - Religious education
  - Supply teachers to cover for those teachers who are absent from College accompanying pupils on a residential visit

6. 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/carer wishes him or her to own them
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the College **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)

6.2 Optional extras

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

- Education provided outside of College 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 College
    - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the College
- Transport (other than transport that is required to take the pupil to College or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit

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 College 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

Colleges 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
- For a pupil who is looked after by a local authority

6.4 Residential visits

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

6.5 Damage to Property

Where College property has been wilfully damaged by a student or parent the College may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a student or parent, and the College has been charged, the College may charge some or all of the cost to those responsible. This decision will be made by the Principal and will be dependent on circumstances.

6.6 Other Circumstances

Where the behaviour of a student or parent has caused lost time of an external service provider ie. Counselling or private musical instrument tutor, the College may charge those responsible for some or all of the cost of the missed session. This decision will be made by the Principal and will be dependent on circumstances.

7. Voluntary contributions

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

Some activities for which the College may ask parents for voluntary contributions include: College trips, sports activities, enrichment days

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

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

8. Remissions

In some circumstances the College may not charge for items or activities set out in sections 6 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

8.1 Remissions for residential visits

Parents/Carers who can prove they are in receipt of any of the following benefits may 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

9. Monitoring arrangements

The College Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the College Business Manager every 3 years.