

Greenshaw Learning Trust

Charging and Remissions Policy

Policy Title	GLT Charging and Remissions Policy	
Category	Trust Policy	
Responsible Officer	GLT Director of Finance	
Approved on	27 March 2026	
Minor technical or operational updates made		
Review Cycle and next approval date	Annual March 2027	
Monitoring arrangements	This policy will be reviewed annually, or sooner if required by statutory guidance updates. The implementation of this policy will be reviewed annually by the Headteacher.	
Associated Policies Internal Policy Library Published GLT Policies <i>For school policies please visit the school website</i>	● GLT Finance Policy ● GLT Scheme of Delegation	
This Policy is based on or takes into account the following legislation and guidance		

GLT Charging and Remissions Policy

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Terminology

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher, executive headteacher or principal of the school/academy.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Governance Colleague means a Trustee or Community Governance Committee (CGC) member.
- Trust Shared Service means the services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a school Headteacher. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher should be read as the GLT CEO.
- Responsible Officer means the member of the Director Team to which responsibility for the management of the policy, procedure or statement has been delegated by the Board of Trustees
- Policy or Policies should be read as including any procedures, reports, templates, models, statements and schedules etc. as specified in the GLT Policy Schedule. Categories of Policy are defined in 'Scope and Applicability'

Scope & Applicability

- It is the responsibility of the Headteacher of each school, and the GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff follow this Policy and all Policies and Procedures across the Trust.
- If there is any question or doubt about the interpretation or implementation of this Policy, the 'Responsible Officer' or the GLT CEO should be consulted.
- Unless otherwise stated, all Policies apply to all schools within the Trust, all Trust employees (including temporary and agency staff), all pupils, all trustees and committee members (including members of community committees), all volunteers, and all visitors and contractors
- This is a Trust Policy. The GLT Board of Trustees has approved a set of Trust-wide policies and procedures. A Trust-wide policy/procedure is a single policy/procedure that must be followed by all schools and services in the Trust.
- Our school believes all pupils should have an equal opportunity to benefit from school activities and visits, independent of their parents' financial means. This policy outlines where charges *may* be applied.
- Our school may ask for voluntary contributions for school activities linked to the curriculum which are either wholly or mainly in school hours and which incur a cost to the school that is over and above the normal day to day expenditure. No pupil will be excluded from such an activity because they did not contribute. However, the school reserves the right to cancel any such activities if insufficient contributions are received.

Introduction and Policy Statement

This Charging and Remissions Policy applies to all schools in the Greenshaw Learning Trust, all Community Governance Committee (CGC) members and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Finance Policy of the Greenshaw Learning Trust. It is the responsibility of the Headteacher of the school to ensure that their school and its

staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the GLT CEO and/or Board of Trustees.

This policy is subject to the GLT Finance Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Finance Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

Roles and Responsibilities

Admissions

There is no charge for admissions.

School Meals

There is no charge for pupils who are entitled to free school meals.

Public Examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where pupils have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents/carers. This includes re-sits.

There is no charge for examinations that are not on the set list, but have been arranged by the school.

There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (see Optional extras under Activities that take place outside of school hours (non-residential)).

Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (see section - Music tuition within school hours).

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parents/carers wish the child to keep (the cost will be made clear to the parents/carers before charge)
- optional extras (see section - Activities that take place outside of school hours (non-residential))
- music or vocal tuition (see section - Music tuition within school hours).

Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Optional extras may include:

- 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
 - 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 that is not taking the pupil to school or to other premises where the local authority has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

If the school charges for other activities that take place outside of school hours these charges will be communicated to parents / carers as appropriate.

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge (see section - Voluntary contributions).

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parents/carers' choice and a willingness to pay the charges. The school must have the agreement of parents/carers before organising the provision of an optional extra where charges will be made.

Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section - activities that take place during school hours (this does not include the break in the middle of the school day).

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in section - Activities that take place outside of school hours (non-residential)

Residential activities

Our school will not charge for:

- 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, 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

- Board and lodging - When any visit has been organised by the school where there may be a cost for board and lodging, parents/carers will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost. Parents/carers who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section - remissions and concessions for more guidance on remissions).
- Travel - Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- Activities - The school may charge for residential activities that fall outside of school hours (see section - Activities that take place outside of school hours (non-residential).

Music tuition within school hours

Our school follows legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents/carers and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books and exam fees.

Our school is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore it may be possible for charges made for music tuition within school hours to be remitted for looked after children (LAC) or pupils on free school meals. Parents / carers should approach the school for advice on this matter.

Extended services

Our school is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when pupils are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parents/carers will be asked to subsidise others.

Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a pupil or parents/carers the school 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 pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

Remissions and concessions

The school will give consideration to the remission of charges to parents/carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Pupils of families who receive these payments are also entitled to free school meals. Parents/carers who are eligible for the remission of charges will be dealt with confidentially.

The headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the headteacher.

Voluntary contributions

The school or Greenshaw Learning Trust may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school. If the activity is cancelled all monies paid will be returned to parents/carers.

There is no obligation for a parent/carer to make any contribution and the school will in no way pressure parents/carers to make a contribution.

Inability or unwillingness to pay

Our school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents/carers or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents/carers of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.