



POLICY No 4	CHARGING AND REMISSIONS
STATUS/DATE OF THIS VERSION	Reviewed by Finance & Audit Committee 2 nd October 2025
APPROVED BY	
RATIFIED BY	
REVIEW	September 2026

This policy is operated by all the schools in Unity Education Trust. **There may be sections that are specific to one school, and these will be added by the school either as an annex or in place of yellow highlighted sections below.**

1. INTRODUCTION

Additional activities at UET schools make a valuable contribution towards the all-round educational experience of children and their personal and social development. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. We are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the Department for Education.

Legislation allows schools to charge for certain activities which take place both inside, and outside, school hours. The charging policy adopted by the Board of Trustees of UET is as follows.

2. CHARGES FOR SCHOOL ACTIVITIES

2.1 You will be charged with the following activities:

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum (including teaching provided under first stage access to Key Stage 2 instrumental and vocal tuition programme). Schools may charge for instrumental or vocal tuition provided individually or to groups provided the tuition is at the request of the pupil's parents. The school will not charge for a pupil who is looked after by a local authority and will seek to subsidise lessons where parents are in receipt of qualifying benefits, or the pupil is eligible for free school meals as well as students who have opted to do a GCSE in music.
- Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

2.2 Voluntary Contributions

We may also organise activities during school time that are voluntary and collective and can only take place provided sufficient voluntary contributions are received by a particular date. In this case, there will be no discrimination against those who have not made a voluntary contribution.

3. ACTIVITIES OUTSIDE SCHOOL HOURS

3.1 A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed to in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged for or to enable the activity.

3.2 Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

3.3 Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

4. REMISSION OF CHARGES

4.1 The school has limited funds to enable families in financial difficulties to send their children on visits/activities. There can be no guarantee that all requests can be met and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

4.2 For parents who are in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (provided that Working Tax Credit is not also received) Working Tax credit run on, the guaranteed element of State Pension Credit, an income related employment and support allowance may apply for remission of charges:

- Remission of charges only applies to board and lodgings charges, which are levied directly by the school and where they relate to activities, deemed to take place wholly or partly in school hours.
- Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfills duties relating to Religious Education.

4.3 Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher/Head of School.

4.4 The Headteacher/Head of School has authority to approve the remission of charges.

5. BROKEN EQUIPMENT (REPLACEMENT)

5.1 The Trustees will allow pupils and/or their parents to be asked for a contribution towards the cost of replacement items where these were damaged or broken as a direct result of misconduct. In the event of deliberate vandalism, the contribution may equate to the full cost.

6. REFUNDS POLICY

6.1 The full contribution to an activity will be refunded if a child is absent due to illness.

6.2 If a trip must be cancelled parental contributions will be refunded.

6.3 If contributions to an activity exceed the total cost a refund will be given if the excess per child is over £5.

6.4 Excess income less than the above amounts per child will be retained within school funds to be utilised for future activities.

6.3 Excess expenditure will be funded from school funds.