

Charging and Remission Policy

This policy is effective for all schools within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

Version:	14.0
Ratified by:	Finance Committee
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Next review:	September 2029 (every 3 years)

Revision History:

Version	Date	Author	Summary of changes
14.0	Sept 2026	PH	Refund of surplus money amended to £5 per place. Added definitions section. Updated in line with the Key template policy. Sale of items amended to include possible charge of VAT in sale price where the goods are not a close supply/ are deemed a chargeable supply for VAT purposes.
13.1	Nov 2025	PH	Addition of section 8 – Charges specific to Brookvale Groby Learning Campus.
13.0	Sept 2024	PH	Updated section 6 for working with a lettings company; Minor formatting amendments; 3-year review cycle
<i>Earlier version history is available on request</i>			

Charging and Remission Policy

1. Context and Aims

- 1.1 A Charging and Remissions Overview is referenced in the Finance Policy; this policy provides additional detailed guidance.
- 1.2 The Mead Educational Trust aims to:
 - Have robust, clear processes in place for charging and remissions.
 - Clearly set out the types of activities that can be charged for and when charges will be made.

2. Introduction

- 2.1 In accordance with the Education Reform Act of 1988 and sections 449-462 of the Education Act 1996, no charges are to be made for any books, materials, equipment, or apparatus used during school hours.
 - 2.2 The charging policy is applied in line with section 449-462 of the Education Act 1996 which sets 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. Voluntary contributions

- 4.1 Where a school cannot levy charges and it is not possible to make these additional activities within the resources available to the school, the school may request or invite parents to contribute towards the cost of the trip or activity. Pupils will not be treated differently according to whether their parents have made any contribution in response to the request or invitation. Where there are not enough voluntary contributions to make the activity viable, then it will not take place.
- 4.2 No pupil will be disadvantaged because of family circumstances. A remissions policy will be applied. The charges may be remitted in part or full if deemed reasonable in individual circumstances.

5. Refund of surplus money

- 5.1 Where, after the visit, there is a financial surplus that is equal to £5 or more per place, money should be shared evenly between the contributors, unless written agreement has been received to the contrary. Smaller balances will be retained and earmarked to support future trips and visits.

6. Specific examples of how the charging policy will be applied.

6.1 Educational day visits:

- No charge will be levied in respect of day visits that take place during school hours and are part of the curriculum.
- Visits for curriculum enhancement can be charged.

6.2 Residential visits:

- For those which are essential to the National Curriculum, preparation for prescribed examinations, a charge will be levied for Board, Lodging and transport.
- For those which are not essential to the National Curriculum, statutory RE, or preparation for

a prescribed examination, a charge will be levied for the full cost if the amount of school time is less than half of the total time of the trip. If the amount of school time is half or more of the total time of the trip, a charge will be levied to recover costs.

6.3 Remissions for residential visits

- In addition to pupils formally registered with Pupil Premium entitlement, parent/carers who can prove that they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodgings on residential trips.
 - Income Support
 - Income-based Jobseekers 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 (providing that Working Tax Credit is not also received, and the family's gross annual income does not exceed the statutory maximum)
 - 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 the statutory minimum– after tax and not including any benefits)

6.4 Examination Entries:

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination, and it considers that for educational reasons the pupil should not be entered, and the pupil's parent/carer wishes the pupil to be entered (or the pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently achieves a grade in the exam, the school will refund the cost.
- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- A charge will be levied for pupils re-sitting an examination (unless the resit has been recommended by the school).

6.5 Materials and Textbooks:

- Where a pupil or parent/carer wishes to retain items produced because of art, craft and design, or design and technology, a charge may be levied for the cost of the materials.
- In the case of Food Technology, pupils usually provide their own ingredients, however if the pupil forgets, a charge can be levied if ingredients are provided.
- Textbooks are provided free of charge, however in some subjects, additional revision guides are made available, for which a charge is made.

6.6 Music Tuition:

- The school 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/carer.
- The cost of peripatetic tuition is subsidised by the school.
- No charge is levied where music tuition is an essential part of the National Curriculum, or a prescribed public examination syllabus followed by the pupil.
- Remission of tuition fees is available when parents receiving music tuition are in receipt of relevant benefits.

6.7 Out of School activities:

- 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 approved examination.

- If a pupil is prepared, outside school hours, for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

6.8 *Damage/Loss to property:*

- A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the principal may decide.

6.9 *Expenses*

- The school will expect parents to cover any costs involved in interviews at universities, work experience travelling expenses etc. A small fund will exist to assist families on low-income levels. Application for such funding will be dealt with in the strictest confidence and any such application should be made direct to the principal.
- A charge will be levied in respect of willful damage, neglect, or loss of property (including premises, furniture, equipment, books, or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the principal may decide.

6.10 *Sale of items*

- Departments throughout the school may purchase items in bulk and sell at cost to pupils, including examination revision materials. Each school will ensure that all income taken for these sales is fully recorded and prepared for banking at the earliest opportunity. VAT may be charged as part of the sale price if the goods are considered a VAT chargeable supply.

6.11 *Other charges*

- The principal may levy charges for miscellaneous services up to the cost of providing such services e.g., copying a pupil's file.

7. Additional Funds

7.1 The school welcomes extra funds raised by Parent Teacher Student Partnership groups and this income will be earmarked for purchasing special items.

7.2 The schools will make their facilities available to outside users at a charge of at least the cost of providing the facilities or in line with the agreed pricing structure in place either locally or through TMET's lettings partner company. For schools not working with the lettings partner company, letting and hire of the school is conducted in line with each school's individual Letting and Use Policy which includes a scale of charges.

8. Equal Opportunities

8.1 Educational opportunities provided at TMET schools during school hours are available to pupils regardless of ability to pay and that other activities are charged for in a fair and transparent way.

9. Charges Specific to Brookvale Groby Learning Campus (BGLC)

9.1 Sixth Form students without approved extenuating circumstances, may be charged for exam entry if:

- Their attendance falls below 90%
- They fail to complete compulsory components of their course (i.e. non-examined assessment)
- They fail to turn up to their exam

9.2 Before Exam Entry (normally February of Year 13)

- Sixth Form students with attendance below 90%, without approved extenuating circumstances (e.g. medical evidence), may be required to pay the full cost of exam entries before submission.
- Exam entries will not be processed until payment is received.

9.3 After Exam Entry (February – May of Year 13)

- If attendance falls below 90% during this period, and no valid extenuating circumstances are provided, the student may be charged the full cost of the examination entry.

9.4 Communication

- Attendance reports will be shared with parents/carers half-termly.
- Parents/carers can monitor attendance via Arbor dashboard.

9.5 Principal's authority

- The Principal has delegated responsibility to determine exam entries and apply charges in specific circumstances, including:
 - Non-attendance without reasonable cause
 - Resits of prescribed public examinations
 - Recovery of wasted examination fees.