

Ormiston Academies Trust

Hunnyhill Ormiston Academy

Charging and Remissions policy

Policy version control

Policy type	Academy's Own Policy
Author In consultation with	Sam Hillier (Academy Business Manager)
Approved by	Lisa Steedman (Principal)
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Statement of intent

Hunnyhill Ormiston Academy is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of academy trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for academy activities, and meeting all statutory guidance provided by the DfE.

The academy will:

- Never charge for education provided during academy hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of academy visits.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for academy activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following academy policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

- Finance Policy.

Please note that, while the DfE's 'Charging for school activities' guidance is advisory, all schools are required to have a Charging and Remissions Policy, in accordance with the DfE's 'Statutory policies for schools and academy trusts'.

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Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal, spiritual and social education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the academy and as additional optional activities.

Charging for education

The academy will not charge for:

- Admission applications.
- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside academy hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy, or part of RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless 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 academy.
- Examination resits, if the pupil is being prepared for the resits at the academy.

The academy may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

Optional extras

The academy may charge for the following optional extras:

- Education provided outside of academy time that is not:
 - Part of the national curriculum
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy
 - Part of RE

- Examination entry fees where the pupil has not been prepared for the examinations at the academy
- Transport, other than that required to take the pupil to academy or to other premises where the LA has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Transport for residential and academy visits
- Extended day services offered to pupils, e.g. breakfast or out-of-academy provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The academy will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during academy hours, the academy will not charge for the cost of alternative provision for those not participating.

The academy will not charge for supply teachers to cover for teachers who are absent from academy accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

If a pupil or their parent consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved will be covered by the pupil or their parent. If the awarding body changes the overall grade of the result, the academy will not be charged by the awarding body and the parent or pupil will have their fees refunded.

Voluntary contributions

The academy may, from time-to-time, ask for voluntary contributions towards the benefit of the academy or academy activities. If an activity cannot be funded without voluntary contributions, the academy will make this clear to parents at the outset. The academy will make it clear to parents that there will be no

obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the academy will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the academy cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

[Updated] The academy will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the academy requests contributions

Music tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during academy hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

Transport

The academy will not charge for:

- Transporting registered pupils to or from the academy premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

Academy visits including Residential visits

The academy will not charge for:

- Education provided on any visit that takes place outside academy hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The academy will charge for board and lodging, but the charge will not exceed the actual cost. Parents may be offered a reduction in the board and lodging costs or any part of the cost of a trip if they can prove that they are in receipt of one or more of the following benefits:

- 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 they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

To request financial assistance, parents should contact the Principal.

Damaged or lost items

The academy may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The academy will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Remissions

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full to the Principal. In particular we will give consideration to the remission of charges to parents or carers who receive the following support payments:

- 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 State Pension Credit

- Child Tax Credit, provided that they are not also entitled to Working Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit

Children of families who receive these payments are also entitled to free academy meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Principal and chair of governors will authorise the remission of charges. The academy 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 governing body and Principal.

To request financial assistance, parents should contact Mrs L Steedman, Principal.

Academy trip refunds

All initial deposits for academy trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the academy has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a academy trip is cancelled by a party other than the academy due to unforeseen circumstances, it is at the academy's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the academy's discretion as to whether a refund is given. The academy will take into account the reason for cancellation, whether the academy will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the academy will have the right to refuse to allow the pupil to attend future trips and visits. In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the academy's discretion as to whether a refund is given. The academy will take into account whether

the academy will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a academy trip is postponed due to unforeseen circumstances, it will be at the academy's discretion as to what happens with the parental contributions for the trip. The academy will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the academy's discretion as to what happens with the parental contributions for the trip. The academy will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

The academy will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

Freedom of information policy & Publication Scheme

The academy's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

Monitoring and review

This policy will be reviewed at least every 2 years by the governing board. The next scheduled review date for this policy is November 2027.