

GREENHEART

LEARNING PARTNERSHIP



Charging & Remissions Policy

Signed off by Trust Board: November 2025

Effective from: November 2025

Review Date: November 2027

Contents

1. Aims	3
2. Legislation and guidance	3
3. Definitions	3
4. Roles and responsibilities	3
5. Where charges cannot be made	4
6. Where charges can be made	4
7. Voluntary contributions	6
8. Activities we charge for	6
9. Remissions	7
10. Monitoring arrangements	7

1. Aims

Greenheart Learning Partnership 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 and will not 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 to 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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

The Partnership Board and Finance and Risk Committee

The Partnership Board have overall responsibility for setting a Charging and Remissions Policy, The Board delegate the policy review and implementation to the Finance and Risk Committee.

Chief Finance and Operations Officer

Is responsible for presenting a recommended policy to Finance and Risk Committee for review

Headteacher & SLT

The Headteacher and school SLT, are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently. This is to be supported by the Regional Business Leads.

Staff

Staff are responsible for:

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

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

Parents / Carers

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

5. Where charges cannot be made

The partnership and its academies **cannot** charge for:

Education

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the Academy
 - 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 / carer

Transport

- Transporting registered pupils to or from the Academy premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Partnership or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

Residential visits

- Education provided on any visit that takes place during Academy hours
- Education provided on any visit that takes place outside Academy 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 Academy
 - Religious education
- Supply teachers, covering for teachers who are absent from the Academy, accompanying pupils on a residential visit

6. Where charges can be made

he partnership and its academies **can** charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent / carer wishes him or her to own them
 - Optional extras (see within this section below)
 - Music and vocal tuition, in limited circumstances (see within this section below)
- Certain early years provision
- Community facilities

Optional extras

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

The following are optional extras:

- Education provided outside of Academy 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 Academy
 - Religious education
- Transport (other than transport that is required to take the pupil to the Academy or to other premises where the local authority or the Partnership has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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 / carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during Academy hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental/ carer agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

Academies 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.

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
 - If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

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

7. Voluntary contributions

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

Some activities for which the Academy may ask parents / carers for voluntary contributions include:

- Academy Trips

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

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

8. Activities we charge for

For activities where a charge applies, the charges for each activity will be determined by the Partnership and reviewed at the beginning of each academic year and parents / carers will be informed accordingly.

9. Remissions

The Academy may remit charges in full or in part to parents after considering specific hardship cases. The academy/partnership invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher at each academy holds discretion to authorise remission.

Charges for board and lodging are automatically remitted where the parents meet certain criteria. Since April 2003, the eligibility criteria that entitles families to an exemption from paying for the cost of board and lodging on residential visits has been aligned with free school meals eligibility criteria. This exemption, including how receiving certain state benefits will automatically qualify for remission, will be reiterated in any correspondence regarding a residential trip.

10. Monitoring arrangements

The CFOO supported by the Head of Finance and Corporate Reporting and Regional Business Leads monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Partnership every 2 years. The Scheduled Charges (Appendix 1) will be reviewed and updated annually to take account of rising costs and to ensure the provisions remain affordable.

APPENDIX 1

2025/26 Academic year Charges

Activity /Academy	Breakfast Club	After School Club	Late Collection Charges	School Lunches	Milk (Reception/Year 1)
Albert Bradbeer (Birmingham)					
Edgar Stammers (Walsall)					
Fairway (Birmingham)					
Featherstone (Staffordshire)					
Heathlands (Birmingham)					
Orchards (Birmingham)					
Pye Green (Staffordshire)					
Reaside (Birmingham)					
Tame Valley (Birmingham)					
Woodhouse (Birmingham)					

Charges are reviewed annually to take account of inflation and staff costs, all provision MUST break even for the school to continue to deliver the provision