



*Together we live, love and learn in Harmony*

## Charging and Remissions Policy

Date adopted:	14/12/2020	Last reviewed:	September 2025
Review cycle:	2 yearly	Is this policy statutory?	Yes
Approval:	Headteacher	Author:	Alex Clark
Local approval*:	Headteacher	Local author*:	SBM
Next review Date	September 2027		

\* only for policy/procedures that are templates and require local adaptation.

### Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	Feb 2023	Gill Farmer/ Jennie Ratcliff	Feb 2023	Extra curricular clubs operated by external providers added
2	Sept 2025	Robyn Rudman / Jennie Ratcliff	Sept 2025	GST Logo updated

This policy conforms to the charging arrangements as set out in the Education Act 1996 and the DFE's document "Charging for school activities" May 2018.

The Local Committee recognises that the Act prohibits charges for school activities that take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

### Educational activities taking place during school hours

'School Hours' are defined as those during which the school is in session but excluding the midday break. Education provided during school hours will be free of charge.

No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the national curriculum.

Voluntary contributions may be requested to enable the academy to run extra activities (including trips, visits and workshops) which are deemed educationally desirable. The academy will make it clear in its communications to parents that these contributions are voluntary, and that no pupil

will be treated differently according to whether or not his or her parent/carer has contributed. If insufficient funds are collected to cover costs, activities may be cancelled.

Where a non-school organisation arranges an activity to take place during school hours and parents/carers give their consent to their child taking part in the activity, such an organisation may make a charge.

### **Educational activities taking place outside school hours**

For all activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs
- Board and Lodging
- Entrance fees
- Insurance Costs
- Any materials required for the activity
- Incidental expenses
- Costs incurred as a result of teaching and non-teaching staff supervising the activity

The charge should not subsidise any other pupil participating. Any remission of charges for individual students should be met from the Academy Budget. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

### **Extended Care provision**

The Breakfast Club and After School Care (and any holiday clubs, etc.) are not educational activities and therefore the academy charges for such attendance.

### **Extra-curricular clubs**

Charges may be made for extra-curricular clubs which are run by school staff that take place outside school hours. Charges for extra-curricular clubs run by external providers will be raised by them and paid directly to them for attendance at their club.

### **School meals**

Charges are made for school meals (unless a pupil is entitled to free school meals in which case it is the policy of the school to ensure that parents and carers are given advice on how to apply for free meals). Children in Reception, Year 1 and Year 2 also receive a free lunch funded by the Universal Infant Free School Meal programme.

### **Uniform**

A variety of items, including sweatshirts, t-shirts, and book bags, bearing the school logo, are available for sale online. Some items may be available to purchase from the school or from the Friends of Ashley (FOA). Some uniform items are compulsory and are detailed in the uniform policy.

### **Photographs**

Individual and class photographs taken by the academy's appointed photographer or by the academy are offered for sale from time to time.

### **Individual instrumental tuition**

Charges are raised by the peripatetic music teachers and must be paid directly to them.

### **Loss of or damage to academy property**

Loss of, damage to or breakage of academy property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

### **Other charges**

The academy may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing supporting evidence regarding visa applications, passports, individual pupil references to private schools etc. The cost will be a minimum of £10 depending on the amount of time required to complete the application / reference.

### **Voluntary contributions**

Parents/carers may be invited to make a financial contribution towards educational experiences related to the curriculum e.g. school trips, visiting providers. It will be made clear in all correspondence to parents/carers inviting that such contributions are wholly voluntary.

### **Ashley Enrichment Fund**

Parents/carers are invited to make regular donations to the school's Enrichment Fund and where applicable Gift Aid will be claimed on these donations.

These funds will be used to support the pupils' social, emotional and academic development and to acquire educational resources and fixed assets or provide services which would otherwise be unaffordable from the academy budget.

### **Remission of Charges**

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Headteacher.

Where a child is eligible for the free school meals, we will invite Parents/Carers to make voluntary contributions to cover the cost of day trips and other activities however we also recognise that this may not be possible. In these circumstances, we will cover the cost of day trips and other activities from the Pupil Premium Grant.