



Highams Park
Academy Trust



Highams Park Academy Trust

Policy and Procedure for Charging and Remissions

Date of Review	SLMT Lead	Trustee Approval
21st March 2024	Jacob Adeshina	21 st March 2024
13 th March 2025	Jacob Adeshina (Tim Morris)	13 th March 2025
5 th March 2026	Academy Business Manager	12 th March 2026
Legal Framework	• Education Act 1996 - Sections 449–462 • DfE Charging for School Activities (2024) Guidance • Managing Public Money (HM Treasury) • Academy Trust Handbook – Paragraph 2.33	

Date of next review: March 2027



Academy Trust Handbook – Directive

The academy trust should set fees for its chargeable services at full cost, but can apply an additional rate of return when in a commercial environment.

Academy Trust Handbook, September 2025. (Paragraph 2.33)

1.0 Introduction

This Policy gives regard to the Charging guidance referred to in the Academy Trust Handbook 2025, DfE guidance on full cost recovery in the note on 'Managing boarding provision' and wider advice issued to the public in HM Treasury publication – 'Managing Public Money'.

The Trust applies full cost recovery to all chargeable services including overheads.

1.1 Admissions

There is no charge for admissions to the Academy.

1.2 School meals

School meals are currently charged at £2.82 from April 2025. This covers the full cost of a meal and may be reviewed by the Principal in negotiation with the outsourced catering company but is subject to the Trustees' approval.

There is no charge for children who are entitled to free school meals and in some cases vulnerable students.

Parents are encouraged to check their child's eligibility for Free School Meals at:

<https://www.walthamforest.gov.uk/content/free-school-meals>

1.3 Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where students have been prepared for the examinations by the school. However, if the student fails without good reason to meet an examination requirement, the school may recover the fee incurred by the student's parents /carers. This includes re-sits.

There is a charge for a re-sit if a student requests a re-sit on a personal term. Students will pay for exam scripts and re-marks except when students' Maths and English GCSE results are within 1 or 2 marks from the next grade up.

There is no charge for examinations that are not on the sit list but have been arranged by the school.

There is a charge for the examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school including music exams.



1.4 Activities and Educational Visits:

There is no charge for activities that take place during or outside of school hours when they are:

- Part of the set curriculum, including sports matches against other schools
- Part of the syllabus for a public examination that the student is being prepared for by the school
- Part of the school's basic curriculum for religious education.
- Part of Activities week where the student remains on site.
- Required for curriculum delivery (including curriculum-linked day visits).

We may charge for:

- 1.4.1** books and materials that the parent/carer wishes the child to keep (the cost will be made clear to the parents before charge)
- 1.4.2** optional extras
- 1.4.3** non-curriculum music or vocal tuition
- 1.4.4** venue hire

1.5 Optional extras

The school will charge for optional extras. Optional extras are:

Education provided outside of school time that is **not**:

- 1.5.1** part of the National Curriculum
- 1.5.2** part of a syllabus for a prescribed public examination that the student is being prepared for at the school
- 1.5.3** part of religious education
- 1.5.4** examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- 1.5.5** Transport that is not taking the student to school or to other premises where the local authority or governing body has arranged for the student to be provided with education.
- 1.5.6** Board and lodging for a student on a residential visit.

1.6 The cost of optional extras

The Principal will decide when it is necessary to charge for optional activities and may levy an 8% admin fee (inclusive of the finance and handling charge of 2%). The levels of charge will be set annually by the Principal on the recommendation of the Resources committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any student wishing to participate in the activity whose parents are unwilling or unable to pay the full charge except pupil premium students.



When calculating the cost of optional extras, this amount may include;

- 1.6.1** any materials, books, instruments or equipment provided in connection with the optional extra
- 1.6.2** teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- 1.6.3** The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

1.7 Activities that take place partly during school hours either on or off-site

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

In this case, the charging of the activity will be the same as is outlined in section 1.8.

1.8 Residential activities

Our school will not charge for:

- 1.8.1** Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- 1.8.2** Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge the full cost of board and lodging on residential visits and the 8% admin fee levy (section 1.6), whether it is classified as taking place during school hours or not. The charge will be calculated on a full cost recovery basis including overheads.



Travel

The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs. The school will ensure insurance is in place for all trips including but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

1.9 Music tuition within school hours

The Academy follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. If a student is absent the cost of the lesson will still be recovered unless 24 hours' notice is provided.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

The Trust is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for students on free school meals.

There is no charge for vocal or instrumental tuition for Looked After Children. This includes instruments, music books and exam fees.

1.10 Extended services

The Trust is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- 1.10.1** high-quality learning opportunities either side of the school day
- 1.10.2** ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- 1.10.3** ways of increasing student engagement
- 1.10.4** Ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.



1.11 Damage to property and breakages

Where school property has been willfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

1.12 Remissions and concessions

The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the respective senior manager on a case-by-case basis.

1.13 Voluntary contributions

The Academy Trust may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution (except for residential visits), and the school will in no way pressure parents to contribute. Pupils will not be treated differently according to whether a contribution is made.

1.14 Pupil Premium funding

Highams Park Academy Trust is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unable to pay. Pupil premium funding may be applied, subject to the approval of the senior manager in charge. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

1.15 Payment

The School operates a cashless payment system. All parents are required to register and make payments via the School's online payment system (Arbor) into their Child's account.

Regarding catering, payment is taken using either a code or biometric data collected from the student's account following a signed consent form at the point of admission. Students can contact the Admin office for a registration letter with a link code to activate their cashless account.

All trip information must clearly state:

- Total cost
- Payment Schedule
- Deposit amount (if applicable)
- Whether contributions are voluntary or required



1.16 Refund

1.16.1. All initial deposits for school trips will generally be non-refundable, except where a student's place can be filled by another participant or where the Principal decides otherwise. Deposit amounts must not exceed 25% of the total trip cost, in line with the Educational Trips Policy. Parents will be informed of this when they are provided with initial information about the trip. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the Principal's discretion as to whether a refund is given to parents.

1.16.2 If a student or their parents/carer cancels the student's place on a trip, it is at the Principal's discretion as to whether a refund is given having considered the reason for the cancellation and decide whether the place on the trip can be offered to another student. A full refund may be granted when the replacement student pays in full.

1.16.3 Where a student or their parents/carer have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the student to attend future trips and visits. If a student cannot attend a trip at the last minute, e.g. due to illness, it is at the Principal's discretion as to whether a refund is given.

1.16.4 In the event that a school trip is postponed due to unforeseen circumstances, it is at the Principal's discretion as to what happens with the parental contributions for the trip. The Principal shall consider options available which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding the parents. If the decision is made to postpone a trip due to foreseen circumstances, it is at the Principal's discretion as to what happens with the parental contributions for the trip which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

1.16.5 For non-trips income such as when students buy revision books and ties, refunds would not be granted where there is a sign of wear and tear.

1.16.6 All monies would be refunded through the school bank account on providing proof of payment made.

1.16.7 When a student leaves the school money owed by the school on Arbor is refunded to the parent/carers bank account.

1.16.8 When a student leaves the school money owed to the school will be chased. Monies recovered shall be paid into the school's bank account.