Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

CHARGING AND REMISSIONS POLICY

Policy Date: September 2026

Review Date: September 2027

This policy applies to all schools within the Trust

Introduction

1.1 The DSAT Trust Board recognise the valuable contribution that the wide range of additional activities, clubs and residential experiences can make towards pupils' education. The purpose of this policy is to establish the policy and process for a fair and consistent system of charging for school-related activities. It will be reviewed on a periodic basis by the Resources Committee on behalf of the Trust.

The position of the Academy Trust is clear; that no child's education should be in anyway compromised by the ability of their parents or carers to pay.

1.2 In some cases Pupil Premium may be used to support those pupils who are at risk of disadvantage due their financial circumstance.

1.3 This policy is aligned with the Department for Education's guidance on charging for school activities (2024). The full guidance can be accessed at: https://www.gov.uk/government/publications/charging-for-school-activities.

2. Principles

2.1 The Trust Board is required by law to publish a policy on charging for school activities. The Education Act 1996 establishes the basic principle that the education provided by any maintained school / academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school / academy admission charge and no charge for any related activity which takes place during school / academy time. Exceptions to this general statement are as follows:

- Individual tuition in playing a musical instrument may be charged for provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
- Where parents have indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- For all residential visits deemed to be within school hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made, except for families in receipt of family credit or income support.
- Optional visits or activities occurring outside of school hours may be charged for in full.

2.2 Within the Education Act it is possible for schools to ask for voluntary contributions from parents / carers. The Trust Board has therefore approved the following:

- Voluntary contributions can be invited from parents towards the cost of the school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
- Parents / carers not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher who will treat any such approach in strictest confidence.
- School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value, and its relationship to the academy curriculum.

- If insufficient voluntary contributions are received and the trip is considered by the Headteacher to not be financially viable, then it will be cancelled, and any monies received will be returned.
- Parent contributions towards the cost of an educational visit will be charged at an appropriate rate to cover the full cost. If it is found, following full settlement of charges, that the actual cost of the visit is less than monies raised to fund it, parents will be refunded to the extent that the school does not gain a surplus from the visit. Any deficits where the activity goes ahead, will be funded by the school and no further contributions will be requested of parents for the visit.

2.3 Within the school's home-school agreement compulsory charges may be made for:

- Replacement of broken windows or fittings, defaced or damaged textbooks or any other damage or loss occurring as a result of pupils' bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.
- Unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt.

2.4 Children whose parents are in receipt of certain 'support' payment may be eligible for further remissions. Please contact the Headteacher for information.

2.5 Any amendments to this policy will be made if and when necessary by the Trust Board.

2.6 This policy will be published on the school website and communicated to parents annually or whenever significant changes are made.