



Olive Academies

Charging and Remissions policy

Document control table	
Title	Charging and Remissions Policy
Date reviewed	May 2025
Date approved	July 2025
Approved by	FAC
Date of next review	July 2026
Updates/revisions included:	Update the legal frameworks Included roles and responsibilities
Academies to note: This is an OA policy which should not be modified.	

Contents

1. Statement of Intent	2
2. Legislation and guidance	2
3. Definitions	3
4. Roles and responsibilities	3
5. Charging for education	4
6. Examination Fees	4
7. Damage to property and equipment, and replacement of uniform	5
8. General	5
9. Voluntary contributions	5
10. Remissions	5
11. Withdrawal	6
12. Outside lettings	7
13. Income Generation	7
14. Freedom of Information Policy and Publication Scheme	7
15. Monitoring and review	7

1. Statement of Intent

Olive Academies (OA) is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

OA will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay

2. Legislation and guidance

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

- Academies Act 2010
- Children Act 1989
- DfE (2018) 'Charging for school activities'
- DfE (2025) 'Academy trust handbook 2025'
- DfE (2025) 'Academy trust governance guide'

- DfE (2025) 'What academies and further education colleges must or should publish online'
- Education Act 1996
- Freedom of Information Act 2000
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010

This policy complies with our funding agreement, articles of association and operates in conjunction with the following trust policies and procedures set out in the Finance Manual:

- Anti-Fraud and Corruption Policy
- Complaints Procedures Policy
- Data Protection Policy
- Freedom of Information Policy and Publication Scheme

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge, partly or wholly, which would normally be payable.

4. Roles and responsibilities

The **trustees** of Olive Academies have overall responsibility for overseeing charging and remission procedures and they are responsible for:

- The management of the Trust's delegated finances
- Ensuring the Trust acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the Trust's academies
- The academy activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The operational aspects of the above has been delegated to the OA central leaders who are responsible for monitoring implementation.

The **head of academy** is responsible for ensuring staff are familiar with the charging and remission policy and that it is being applied consistently.

Staff are responsible for:

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

Parents/carers are expected to notify staff or the head of academy of any concerns or queries regarding the charging and remissions policy.

5. Charging for education

The academy **will not** charge for:

- Admission applications.
- Education provided during school hours, including the supply of any materials, books, instruments or other equipment.
- Education provided outside school 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 school, 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 school.
- 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 limited circumstances).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

The academy will make it clear where it will propose to remit (wholly or partly) any charge which would otherwise be payable to the academy.

6. Examination Fees

Where a pupil has not been prepared for a public examination by the academy or where the academy has provided no further preparation for a re-sit, the academy may make a charge for the cost of entering the pupil for the examination if previously agreed by the parents.

If a pupil fails without good reason to complete the examination requirements for any public examination for which the academy has paid (or is liable to pay), an entry fee then the academy may recover the fee from the parent; individual circumstances would be taken into consideration.

7. Damage to property and equipment, and replacement of uniform

OA 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 school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Should there be a concern about repeated requests for replacement of uniform, for example ties being deliberately ruined, OA reserves the right to charge parents/guardians for the cost of replacement.

8. General

The academy may from time to time, amend the categories of activity for which a charge can be made.

Nothing in this policy statement precludes the academy from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

9. Voluntary contributions

The Education Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student. No individual student will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

To comply with DfE guidelines, the following paragraph will be included in all trip letters, indicating that the payments may be voluntary rather than compulsory and that funding may be available in certain circumstances.

“All pupils are invited to take part in our trips; payment for the trip should not be a barrier. There is no obligation to contribute and no child would ever be excluded from an activity such as a sports trip or sports activity.”

10. Remissions

Where the parents of a pupil are in receipt of:

- Universal credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

OA will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

OA may from time to time decide to remit all or part of the cost of activities involving particular students. This will be at the headteacher's discretion. In other circumstances, there may be cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made.

When arranging a chargeable activity OA will invite parents to apply in confidence for the remittance of charges in part or in full. Authorisation of remittance will be made by the headteacher in consultation. All parents, however, will have the right of appeal to the Academy Advisory Board (AAB), normally represented by the Chair.

The academy will sometimes be unable to help in terms of financial support for families in financial hardship. In these circumstances the academy may apply to a local charity on behalf of the family if requested to do so. To request assistance, parents should contact the Office Manager for more information.

11. Withdrawal

When a pupil either withdraws or is withdrawn by the academy from a trip, for whatever reason, in both cases the academy will do its best to:

- a. find a replacement
- b. claim any lost deposits through the appropriate insurance policy

When it is not possible to refund deposits through either of the options listed above then the academy will adopt the following procedures:

- The academy will, in the first instance try to cancel the place and obtain a full refund. If this is not possible then the academy may be forced to pass on the sliding charges imposed by the travel firm.
- Charges for lost deposits will only be passed on to parents, if necessary, i.e. if the travel company demand the deposit and the academy's insurance does not cover the loss, or if another pupil cannot "step in." However, circumstances such as these and others will be considered, and the outcome will be at the academy's discretion.

When a pupil is sent home from an academy trip that has already commenced, due to misbehaviour, the academy will not refund any monies paid by the parents/guardians of the pupil in respect of that trip. In cases where a pupil is barred from participating in an academy trip in respect of which payment has been made in full or in part, but which has not yet commenced, the academy may, at the headteacher's discretion, make a part refund to the parents/guardians, having deducted administrative costs, in the event that it is possible to obtain a refund from the provider or travel firm, or to find another pupil who wishes to take up the vacant place on the trip.

12. Outside lettings

The academy reserves the right to make a charge in respect of community activities to enable organisations to continue to use appropriate parts of the site facilities such that the academy finances are not adversely affected. Please refer to OA's lettings policy for more details on this.

13. Income Generation

In line with the DfE's ATH, the trust will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

14. Freedom of Information Policy and Publication Scheme

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

15. Monitoring and review

This policy will be reviewed on an annual basis to ensure it is still relevant and appropriate for our academies.