



AHMAT

Charging and Remissions Policy

January 2026

Ashley
Hill Multi
Academy
Trust

Encourage one another
and build each other up
1Thessalonians 5:11

VISION STATEMENT FOR AHMAT

Ashley Hill Multi Academy Trust is committed to securing the best outcome for every child in its schools within a learning environment characterised by a distinctive Christian ethos.

We value the uniqueness and individuality of every school in the Trust, encouraging each to develop to meet the particular needs of all its pupils and the community it serves, underpinned by a common commitment to work together, making full use of all the Trust's resources, to enhance the experience and opportunities of all.

In line with our core Christian beliefs and principles, we want each school to be an educational community where:

- all are welcome, whatever their cultural, ethnic or religious background;
- all will flourish, with a particular focus on supporting any who are
- disadvantaged culturally, socially, economically, physically, or in any otherway;
- all will have a life-enhancing encounter with the Christian faith;
- each individual is encouraged and helped to discover and develop their God-
- given gifts and talents to the fullest extent;
- all will fulfil their potential in a way appropriate for their age, both
- academically and as well-rounded, independent, emotionally mature individuals.

Introduction

Ashley Hill Multi Academy Trust believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document. The policy identifies activities for which:

- voluntary contributions may be requested
- charges will be made
- charges will not be made
- charges may be waived

Roles and Responsibilities

The Board of Directors will be responsible for:

- Reviewing and updating this policy.
- The management of the Trust's delegated finances

- Ensuring the schools acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.

The Head of School will be responsible for:

- Ensuring this policy is effectively implemented.
- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The school office managers will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

Voluntary Contributions

The Trust may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

No charges will be made for the following:

- An admission application to Trust school

- Education provided during school hours;
- 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 at the school, or part of the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing), if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school, although if a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may / will be made;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip 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 pupil is being prepared for at the school
 - part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational visit.

Charges will be made for the following:

- Residential and non-residential activities (other than those listed above as not incurring charges) which take place outside school hours, but only if the majority of the time spent on the activity takes place outside school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.
- The board and lodging costs only of residential trips deemed to take place during school time. However, those pupils whose parents are in receipt of certain benefits will be exempt from paying the cost of board and lodging – please refer to the remissions statement below.
- Music tuition for individuals or appropriately-sized groups of pupils to play a musical instrument or to sing, and which is not an essential part of the either the National Curriculum or a public examination syllabus for all pupils.

Other matters

When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

The Directors may choose to impose charges for optional activities (known as 'Optional Extras'), and must document what these are. Any charges made will not exceed the actual

cost (per pupil) of provision, and parental agreement will be obtained before any such charges are made.

Remissions

In order to remove financial barriers from pupils, the Local Governing Board may agree that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. The remissions policy should set out the circumstances in which such charges might be waived, for example if the pupil is in receipt of free school meals.

Additional considerations

The Trust recognises its responsibility to ensure that the offer of activities and educational visits should not place an unnecessary burden on family finances. With this in mind, it is recommended that Directors should do the following:

- Publish a list of visits (and their approximate cost) at as soon as possible, so that parents can plan ahead.
- Establish a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice, make it possible to arrange to pay by instalments beyond the date of the trip.
- Acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes, and that this method of selection is to be avoided.

Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There will be no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

School trip refunds

All initial deposits for school trips will be non-refundable. 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 school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

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

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, any surplus funds will be used to support children's education.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

Income generation

In line with the ESFA's 'Academy trust handbook', 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.

Optional Equipment Items

Periodically the children are asked to take part in activities to raise money for the school and other charities. This is always done on a voluntary basis.

Created or Reviewed by	Date	Changes
Isabel Cooke	01/10/2020	Updated
Isabel Cooke	20/10/2023	Updated
Isabel Cooke	20/09/2024	Updates to voluntary contribution
Isabel Cooke	15/12/2025	Update to roles