





*To inspire, enrich and nurture so each individual reaches their full potential*

Hatfield Community Free School, Briars Lane, Hatfield, Herts, AL10 8ES  
Website: [www.hcfs.org.uk](http://www.hcfs.org.uk) Telephone: 01707 276018 Email: [office@hcfs.org.uk](mailto:office@hcfs.org.uk)

 @hatfieldcfs1  @hatfieldcfs

Principal: Mrs Victoria Hobson

The HCFS is a company limited by Guarantee Registration number 07648654

# Charging and Remissions Policy

September 2025

To be reviewed annually in the Autumn Term

Next Review: November 2026

## History of Document

Issue No.	Date Issued	Prepared By	Approved By	Comments
Issue 1	November 2021	Lauretta Baker	Victoria Hobson	New policy adopted to bring in line with current guidance
Issue 2	November 2022	Victoria Hobson	Resources Committee	<ul style="list-style-type: none"><li>References to governors changed to trustees.</li><li>Additional bullet point added in the 'Aims' section.</li></ul>
Issue 3	November 2023	Rachel Robinson	Trust Board	Minor amendments to text.
Issue 4	November 2024	J Durbin	Trust Board	Minor amendments to text.
Issue 5	September 2025	Jonathan Durbin	Trust Board	No material amendments to substance of policy; minor dates to legislation links.

# Contents

Aims .....	3
Legislation and Guidance .....	3
Definitions .....	3
Roles and Responsibilities .....	3
The Trust Board .....	3
Principals .....	3
Staff .....	3
Parents .....	3
Where changes cannot be made .....	3
Education .....	4
Transport .....	4
Residential Visits .....	4
Where charges can be made .....	4
Education .....	4
Optional Extras .....	4
Music Tuition .....	5
Residential Visits .....	5
Voluntary Contributions .....	5
Activities we charge for .....	6
Remissions .....	6
Remission for Residential Visits .....	6
Monitoring Arrangements .....	6

## Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions;
- Clearly set out the types of activity that can be charged for and when charges will be made;
- Offer a range of activities whilst minimising the financial barriers that may present some pupils from taking full advantage of these opportunities.

## Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), which sets out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy also has reference to guidance from the DfE on governance in academy trusts.

<https://www.gov.uk/guidance/-governance-in-academy-trusts>

This policy complies with our funding agreement and articles of association.

## Definitions

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge which would normally be payable.

## Roles and Responsibilities

### The Trust Board

The Trust Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the Principal.

The Trust Board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Principal.

Monitoring the implementation of this policy has been delegated to the Resources Committee.

### Principal

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### Staff

Staff are responsible for:

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

### Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy.

### Where charges cannot be made

Below we set out what we cannot charge for:

### 1. Education

- 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;
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - Religious Education.
- Instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is 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 re-sits(s) if the pupil is being prepared for the re-sit(s) at the school.

### 2. Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the Trust Board or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school;
- Transport provided in connection with an educational visit.

### 3. Residential Visits

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside school hours if it is part of:
  - The National Curriculum;
  - A syllabus for a prescribed public examination that the pupil is being prepared for;
  - Religious Education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## Where charges can be made

Below we set out what we can charge for:

### 1. Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them;
- Optional extras (see section titled Optional Extras);
- Music and vocal tuition, in limited circumstances (see section titled Music Tuition);
- Certain early years provision such as additional snack and resources provisions outside of the curriculum;
- Community facilities;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

### 2. Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing material, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:

- The National Curriculum;
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- Religious Education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or Trust Board has arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (such a breakfast clubs, after-school clubs, team and supervised homework sessions).

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra);
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **3. Music Tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum;
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme;
- For a pupil who is looked after by a local authority.

### **4. Residential Visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **5. Voluntary Contributions**

As an exception to the requirements set out in the 'Where charges cannot be made' section of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips;
- Additional activities during the day;
- Breakfast provisions;
- Snacks.

**There is no obligation for parents to make any contributions, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

### **Activities we charge for**

The school will charge for the following activities:

Various school run out of hours clubs i.e. drama club, sports clubs. The charge includes the cost of staff and if appropriate utilities and cleaning, and is calculated by ensuring these costs are met.

### **Remissions**

In some circumstances the school may not charge for items or activities set out in the 'Where charges can be made' and 'Activities we charge for' sections of this policy. This will be at the discretion of the Trust Board and will depend on the activity in question.

### **Remission for Residential Visits**

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of Pension Credit;
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed the relevant threshold in place at the date of booking the trip);
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit);
- Universal Credit (subject to the relevant income thresholds in place at the date of booking the trip).

### **Monitoring Arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy. The policy will be reviewed by the SBM every year. At every review, the policy will be approved by the Resources Committee or the Trust Board.