

# **CHARGING AND REMISSIONS POLICY**



**Resilience  
Multi Academy  
Trust**

<b>Summary</b>	Charges and Remissions Policy
<b>Responsible Person/Author:</b>	COO/CFO
<b>Applies to:</b> (please circle/delete as appropriate)	<b>Colleagues</b> <input type="checkbox"/> <b>Student</b> <input checked="" type="checkbox"/> <b>Community</b> <input checked="" type="checkbox"/>
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#### Document Control

Date	Version	Action	Amendments
24.08.21	1	Policy created	
September 24	2	Policy amended	Minor amendments
May 2025	3	Policy amended	Branding change
Sept 2025	4	Policy amended	<ul style="list-style-type: none"> <li>• Amendment to examinations wording.</li> <li>• Provision for charges for lateness to pick up from after school clubs.</li> <li>• Updated Equality Impact Assessment</li> </ul>

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## Introduction

1. This document sets out RMATs policy in respect of charging and remissions.
2. The purpose of this policy is to make it clear to students, colleagues, and parents when charges and remissions will be applied.

## Publication of this policy

3. This policy is available to students, parents, colleagues and the wider community via the RMAT and Academy websites.
4. Guidance on any aspect of this policy can be obtained from the Finance Director [nlawson@rodillianacademy.co.uk](mailto:nlawson@rodillianacademy.co.uk)

## Responsibility for this policy

5. The RMAT Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or RMAT framework. RMAT has delegated day to day responsibility for operating this policy to the RMAT Executive.

## Education

6. Charges will not be made for:
  - Admissions. RMAT **does not** make requests for financial contributions (either in the form of voluntary contributions, donations, or deposits (even if refundable)) as any part of an Academy's admission process.
  - Education provided during Academy hours (including the supply of any material, books, instrument, or other equipment unless the student's parent(s) wish the student to own the materials).
  - Education outside of Academy hours where it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the academy or part of religious education.

## Examinations

7. No charges will be made for entries to prescribed public examinations for students who have been prepared for such examination by an RMAT Academy.
8. However, if a student fails without good reason, to meet any examination requirement for a syllabus, RMAT may seek to recover the fee from the student's parent/carer. For the avoidance of doubt, examination requirements include sitting the examination/resit(s).
9. Where parents request the re-scrutinising of an examination result, a charge will be made to cover the cost incurred.

## Optional Extras

10. Charges may be made for activities classed as 'optional extras.
11. Optional extras are:
- Education provided outside of Academy hours<sup>1</sup> that is not:
    - Part of the National Curriculum.
    - Part of a syllabus for a prescribed public examination that the student is being prepared for at the Academy.
    - Part of Religious Education
  - Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Academy.
  - Transport (other than transport which is required to take students to other non-Academy premises where the RMA has arranged for the student to be provided with education.)
  - Board and lodging for a student on a residential visit.
  - Extended day services offered to students.
12. 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 costs of building and accommodation.
  - Non-teaching colleagues.
  - Teaching colleagues engaged under contracts for services purely to provide an optional extra, including supply colleagues engaged specifically to provide the optional extra.
  - The cost, or a proportion of the costs, for teaching colleagues employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
13. 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 students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
14. Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The Academy will have the agreement of parents before organising the provision of an optional extra where charges will be made.

## Residential Visits

15. In activities which involve residential visits, the Academy will not charge for:
- Education provided on any visit that takes place during Academy hours.

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<sup>1</sup> Where less than 50% of time spent on a non-residential activity fall during Academy hours it is deemed to have taken place outside of Academy hours (time spent in travel counts in this calculation if the travel itself occurs during Academy hours). For residential visits if the number of Academy sessions taken up by the visit is less than 50% of the number of half days spent on the visit, it is deemed to have taken place outside Academy hours. A 'half day' means any period of 12 hours.

- Education provided on any visit that takes place outside Academy 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 Academy, or part of religious education.
  - Supply colleagues to cover colleagues who are absent from an Academy accompanying students on a residential visit.
16. A charge will be made for board and lodgings, but the charge will not exceed actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.

### **Academy Meals**

17. **No charge** for Academy meals will be made for students who are entitled to free school meals.
18. Students who are not entitled to free school meals will not be charged at more than the total cost incurred by the Academy.

### **Transport**

19. The Academy will not charge for:
- Transporting students to or from the Academy's premises where the local authority has a statutory obligation to provide transport.
  - Transporting students to other premises where the RMA Board or local authority has arranged for the students to be educated.
  - Transport that enables a student to meet an examination requirement when they have been prepared for that examination by the academy.
  - Transport provided in connection with an educational visit

### **Music, instrumental or vocal tuition**

20. Charges may be made for vocal or instrumental tuition provided either individually or to a group of any size, if:
- The tuition is provided at the request of a student's parent.
  - The teaching is not an essential part of either the Academy curriculum or a public examination syllabus the student is being prepared for at the Academy.
21. The cost for vocal or instrumental tuition will vary according to the size and duration of the class as well as the type of instrument. Charges will not exceed the cost of the provision, including the cost of colleagues who provide the tuition.
22. No charge will be made in respect of a student who is a looked after child by the Local Authority or where the tuition is provided as part of the national curriculum during academy hours or required as part of a syllabus for a prescribed public examination for which the student is being prepared by the academy.

### **Extended services**

23. Extended services provide:

- High quality learning opportunities either side of the Academy day.
- Ways of intervening early when children are at risk of poor outcomes.
- Ways of increasing student engagement.
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

24. The total charge for any extended service provided will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

### **Damages to property and breakages**

25. Charges may be made:

- To recover the cost of materials or equipment lost or damaged.
- To meet the cost of damage to RMA property.

### **Lettings of RMA premises**

26. Facilities in RMA Academies may be let for the use of private individuals or external organisations, subject to the approval of the Academy Principal.

27. Charges will be levied at a rate determined by the Academy Principal considering guidance from the RMA Executive.

28. Facilities will only be let where they are not needed for the purposes of education at that time. Lettings will not be subsidised from resources provided for the education of students.

29. Hirers will need to demonstrate that they have adequate insurance or provision for compensating the RMA for any damage they cause and Safeguarding Policies and arrangements which are satisfactory for the RMA. Additional fees for cleaning may be charged if facilities are not left in a clean and tidy state.

### **Charges for late collection of children**

30. Academies may charge parents/carers for the cost of after-school club/other childcare or provision for colleagues supervision where a child is not collected from school within a reasonable time after the end of the school day or after a school activity.

31. A charge of £10 for every 15 minutes late or part thereof will apply. If lateness is unavoidable, parents/carers should telephone the academy. Persistent lateness will result in a place in an after-school club being withdrawn

### **Remissions policy**

32. RMA Academies will consider the remission of charges to parents who receive the following support payments:

- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
  - Income based Jobseekers Allowance.
  - Income-related Employment and Support Allowance.
  - Income Support.
  - Support under Part 6 of the Immigration and Asylum Act 1999
  - The guaranteed element of State Pension Credit.
  - Universal Credit
  - Working Tax Credit run-on
33. Children of families who receive the above payments may also be entitled to free school meals.
34. RMAT Academies may choose to subsidise part or all the payment of 'chargeable activities. The Academy Principal will authorise the remission of charges.

### **Voluntary Contributions**

35. RMAT Academies may ask for voluntary contributions to the Academy for any activity which takes place during Academy hours including for Academy equipment and Academy funds generally.
36. Where it is intended that an activity is to be funded by voluntary contributions, the Principal will ensure that parents/carers are made aware at the outset that:
- The activity cannot be funded without voluntary contributions
  - There is no obligation to make any contribution
  - If insufficient voluntary contributions are raised to fund the activity and the academy is unable to fund it from other source then the activity will be cancelled.
37. No student will be excluded from an activity simply because their parent/carer is unwilling or unable to pay. Students whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

### **Refunds**

38. Requests for refunds for activities will be considered on an individual basis and may be rejected if the Academy is unable to recoup the costs incurred.
39. In all cases of withdrawal, either voluntary or otherwise, applications should be made in writing to the Principal. If approved, refunds will be processed via the original method of payment.
40. The Academy reserves the right not to refund costs where a student is withdrawn from an activity by the academy on the basis of a student's breach of RMATs behaviour policy.

## **Monitoring**

41. The COO and the CFO will monitor the relevant legislation, guidelines, and information forthcoming from the relevant statutory bodies for any recommendation or changes. Where a gap, potential inequality or shortfall in performance is identified within the policy, the COO will advise the Board of RMAT of any changes that are needed, and a proposal will be submitted to the RMAT Board within an appropriate timescale. There will be a full review of the policy by the Head of Governance and the Director of Finance prior to the stated review date where recommendations will be made for consideration by the RMAT Board.

## **Diversity**

42. RMAT is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to colleagues and students. RMAT will always comply with the requirements of the Equality Act 2010 and associated guidance produced by the Department for Education.

## **Appendix 1 - Equality Impact Assessment**

### **Equality Impact Assessment**

**Policy Title:** Charging and Remissions Policy

**Policy Owner:** RMAT

**Date of Assessment:** September 2025

**Assessed by:** COO

**Next Review Date:** September 2026

#### **Purpose of the Policy:**

To define when charges and remissions apply for students and community users across RMAT Academies.

#### **Groups Affected:**

- Students
- Parents/Carers
- Community Users
- Colleagues

#### **Protected Characteristics considered:**

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

#### **Potential Impacts:**

##### **Positive Impacts:**

- Clear exemptions for students entitled to free school meals.
- Remissions available for families receiving specific benefits.
- No charges for education during school hours or required examination entries.
- No exclusion from activities due to inability to pay voluntary contributions.

##### **Negative or Unequal Impacts:**

- Charges for optional extras and lateness may disproportionately affect low-income families.
- Requirement for parents to proactively request remissions may create barriers.
- Lack of clarity on how remissions are communicated or applied consistently across academies.

**Mitigation Actions:**

- Ensure all parents are informed clearly and early about eligibility for remissions.
- Provide accessible guidance on how to apply for remissions.
- Monitor uptake of chargeable activities by socioeconomic status to identify gaps.
- Review lateness charges to ensure they do not penalise vulnerable families disproportionately.
- Train colleagues to apply the policy consistently and sensitively.

**Monitoring and Review**

- COO and CFO to monitor implementation and identify inequalities.
- Annual review to assess impact across protected groups.
- Feedback from students, parents, and colleagues to inform future amendments