

CHARGING AND REMISSIONS POLICY



**Resilience
Multi Academy
Trust**

Summary	Charges and Remissions Policy
Responsible Person/Author:	COO/CFO
Applies to: (please circle/delete as appropriate)	Colleagues ☐ Student ☒ Community ☒
Ratifying Committee(s)	Finance & Resources Committee
Available On:	RMAT and Academy Websites, SharePoint
Date of Approval	21 September 2026
Effective from:	22 September 2026
Date of Next Formal Review:	September 2027
Review Period	1 Year
Status:	Statutory
Owner	RMAT
Version:	5

Document Control

Date	Version	Action	Amendments
Aug 2021	1	Policy created	
Sept 2024	2	Amended	Minor amendments
May 2025	3	Amended	Branding change
Sept 2025	4	Amended	Amendment to examinations wording. Provision for charges for lateness to pick up from after school clubs. Updated Equality Impact Assessment
Sept 2026	5	Amended	Amendments to examinations wording. Para 18 – Ref to remissions section. Para 33 – Amendment to charges for lateness to pick up. Paras 37-39- More detail on how remissions dealt with. Para 43 – Payments and debt recovery section added. Paras 44-46-Refunds section rewritten. EIA updated.

Contents

Document Control.....	2
Publication of this policy	4
Responsibility for this policy.....	4
Education	4
Examinations	4
Optional Extras	5
Residential Visits.....	6
Academy Meals	6
Transport.....	6
Music, instrumental or vocal tuition	6
Extended services	7
Damages to property and breakages	7
Lettings of RMAAT premises	7
Remissions policy.....	8
Voluntary Contributions.....	8
Refunds	9
Monitoring	9
Diversity	9
Appendix 1 - Equality Impact Assessment	10

Introduction

1. This document sets out RMA's 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 RMA and Academy websites.
4. Guidance on any aspect of this policy can be obtained from the Finance Director nlawson@rodillianacademy.co.uk

Responsibility for this policy

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

Education

6. Charges will not be made for:
 - Admissions. RMA **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 RMA Academy.
8. However, if a student fails without good reason, to meet any examination requirement for a syllabus, RMA may seek to recover the fee from the student's parent/carer.
9. In determining whether there was a good reason for non-attendance or failure to meet examination requirements, the Principal will consider medical evidence, exceptional family circumstances, and any other relevant factors. For the avoidance of doubt, examination requirements include sitting the examination/resit(s).

10. Any decision to recover examination fees will be communicated to parents/carers in writing.
11. Where parents request the re-scrutinising of an examination result, a charge will be made to cover the cost incurred. Where a review of marking or re-scrutiny results in a change of grade, the charge will be refunded.

Optional Extras

12. Charges may be made for activities classed as 'optional extras'.
13. Optional extras are:
 - Education provided outside of Academy hours¹ 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 RMAT 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.
14. 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.
15. 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.

¹ 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.

16. 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

17. In activities which involve residential visits, the Academy will not charge for:
- Education provided on any visit that takes place during Academy 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.
18. 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. Eligibility for remission will normally align with the categories listed within the remissions section of this policy.

Academy Meals

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

Transport

21. 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 RMAT 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

22. 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.
23. 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.
24. 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

25. 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.
26. 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

27. Charges may be made:
- To recover the cost of materials or equipment lost or damaged.
 - To meet the cost of damage to RMAT property.

Lettings of RMAT premises

28. Facilities in RMAT Academies may be let for the use of private individuals or external organisations, subject to the approval of the Academy Principal.
29. Charges will be levied at a rate determined by the Academy Principal considering guidance from the RMAT Executive.
30. 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.
31. Hirers will need to demonstrate that they have adequate insurance or provision for compensating the RMAT for any damage they cause and Safeguarding Policies and arrangements which are satisfactory for the RMAT. Additional fees for cleaning may be charged if facilities are not left in a clean and tidy state.

Charges for late collection of children

32. 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.
33. A charge of up to £10 for every 15 minutes late or part thereof may apply to recover the reasonable additional staffing and supervision costs incurred by the academy. If lateness is unavoidable, parents/carers should telephone the academy. The Principal may waive or reduce charges in exceptional circumstances. Persistent lateness will result in a place in an after-school club being withdrawn.

Remissions policy

34. RMAT 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
35. Children of families who receive the above payments may also be entitled to free school meals.
36. RMAT Academies may choose to subsidise part or all the payment of 'chargeable activities'. The Academy Principal will authorise the remission of charges.
37. Applications for remission will be considered confidentially, fairly, and consistently.
38. In determining whether remission should be granted, the Academy may consider:
 - Financial hardship.
 - Safeguarding considerations.
 - Student vulnerability.
 - Educational benefit arising from participation.
 - Any exceptional family circumstances.
39. Decisions regarding remissions will be made by the Principal or an appropriately delegated senior leader.

Voluntary Contributions

40. 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.
41. 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 sources then the activity will be cancelled.
42. 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.

Payments and Debt Recovery

43. The Academy may require payment in advance for chargeable activities. Where appropriate, payment by instalments may be agreed at the discretion of the Academy. Where charges remain unpaid, RMAF may seek recovery through its normal debt recovery procedures.

Refunds

44. Where an activity is cancelled by the Academy, a full refund will normally be provided. Where a student withdraws before any non-recoverable costs have been incurred, a full refund will normally be made. Where a student withdraws after costs have been committed, any refund will be limited to amounts recoverable by the Academy.
45. Requests for refunds should be made in writing to the Principal. Refunds where approved, will be made using the original payment method.
46. The Academy reserves the right not to refund costs where a student is withdrawn from an activity as a result of a breach of Academy rules or behaviour expectations.

Monitoring

47. 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 RMAF of any changes that are needed, and a proposal will be submitted to the RMAF 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 RMAF Board.

Diversity

48. RMAF 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. RMAF 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 2026

Assessed by: COO

Next Review Date: September 2027

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.
- Charges may disproportionately affect young carers, children in need, previously looked after children and other vulnerable groups.

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.
- Consider remission requests from vulnerable families on a case-by-case basis.
- Monitor participation rates of disadvantaged and vulnerable groups in chargeable activities.

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.