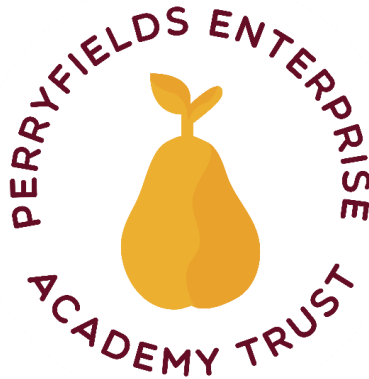


# Perryfields Enterprise Academy Trust

## Charging and Remissions Policy



Adapted From:	SBM Services Model Policy
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SUMMARY OF CHANGES – JANUARY 2026	
Section	Detail
Whole policy	Updated reflecting SBM model policy.

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# Charging & Remissions policy

## 1.0 Purpose

The purpose of this policy is to set out our approach to charging for activities and the circumstances under which charges will be remitted. The policy ensures that all pupils have full and equal access to the curriculum and to the opportunities offered by the trust, regardless of their family's financial circumstances.

This policy has been developed in line with the Education Act 1996, which outlines the legal framework for charging in schools, and takes account of the Department for Education (DfE) guidance: "Charging for School Activities" (May 2018). It reflects the school's/trust's commitment to promoting equality of opportunity and removing barriers to participation.

The trust aims to provide a broad range of educational experiences both within and beyond the classroom. While some activities may require a contribution to cover costs, the trust will ensure that no pupil is excluded from an activity simply because their parents or carers are unwilling or unable to pay.

## 2.0 Activities when charges may be applied (optional extras)

The trust may apply charges in the following circumstances:

- The provision of any materials, books, instruments or equipment where the child's parent/carer wishes their child to own them
- The provision of music and/or vocal tuition provided either individually or to groups of any size where the child's parent/carer has requested the tuition
- Early years provision that goes beyond the government funded entitlement
- Use of trust facilities for community purposes
- Education provided outside of school time that is not part of the national curriculum
- Education provided outside of school time that is not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the trust
- Education provided outside of school time that is not part of 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/governing body have 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 (e.g. breakfast club, after-school clubs, tea and supervised homework sessions)

**Education provided during school hours, or as part of the national curriculum, will not be charged for.**

### **3.0 Calculating Charges**

When calculating the cost of the above 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
- Support staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes 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 exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In addition, in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. No charge will be made for supply teachers to cover teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **4.0 Voluntary Contributions**

The trust may on occasion ask for voluntary contributions for the benefit of the trust or any school activities. There will never be any obligation for parents/carers to contribute.

It will be made clear from the outset if the activity cannot proceed without voluntary contributions and if insufficient voluntary contributions are received, or it cannot be funded from an alternative source, then it must be cancelled.

It is important to note that no child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. Each child will have an equal chance to access the activity, and the trust will always ensure the criteria for allocating places on activities/visits will be clear and transparent.

### **5.0 Support with Charges (Remissions)**

The trust is committed to ensuring that no pupil is excluded from an activity because of financial hardship. Support is available to help families meet the cost of chargeable activities where appropriate.

**Eligibility for Remission**

Full or partial remission of charges will be considered for pupils whose parents/carers are eligible for Free School Meals (Pupil Premium).

**Activities Covered**

Where remission eligibility applies, the trust may cover the cost of the optional extras defined earlier in the policy.

**Discretionary Support**

The trust may also, at its discretion, provide additional support to families experiencing temporary financial difficulties, even where formal eligibility criteria are not met.

**Application Process**

Requests for remissions support can be made in confidence to [admin@perryfields-jun.essex.sch.uk](mailto:admin@perryfields-jun.essex.sch.uk) or by arranging a meeting with the Headteacher. Applications will be considered fairly, confidentially and in line with the Equality policy, and decisions communicated promptly.

**6.0 Arrangements for Monitoring and Evaluation**

The School Business Manager monitors charging and remissions and ensures these comply with this policy.

This policy will be reviewed every 3 years by the Executive Headteacher and approved by the trust board.