

Charging and Remissions Policy

THE HUB SCHOOL



Policy Owner:	Executive Headteacher
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Approved by:	Local Governing Board
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Date: 1 st October 2026

First Adopted:	9 th May 2018
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Last reviewed on:	August 2026
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Next review:	August 2029
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1. Aims and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. We set out the circumstances in which the school may make charges for activities and the circumstances in which charges may be remitted.

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 and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities
- Ensure that no student is disadvantaged through inability to pay while complying with current legislation

The school is committed to:

- Providing equality of access to educational opportunities
- Ensuring financial hardship does not prevent participation in school activities
- Applying charging arrangements fairly, transparently and consistently

2. Activities for which no charge will be made

No charge will be made for:

Education

- Education provided during school hours
- Admission to the school
- Education required to fulfil the National Curriculum
- Special Educational Needs provision specified within a pupil's Education, Health and Care Plan (EHCP)
- Educational materials required for lessons
- Examination entry fees where the pupil has been prepared for the examination by the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Residential

Where a residential visit forms part of the curriculum:

- No charge will be made for education or transport
- Charges may be made for board and lodging unless the family qualifies for remission under current legislation

Transport

- Transporting registered students to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the School or Local Authority has arranged for students to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

3. Voluntary Contributions

The school may request voluntary contributions towards:

- Educational visits
- Visitors and workshops
- Enrichment activities
- Special events

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to contribute. If the school is unable to raise sufficient voluntary contributions for an activity or visit, the school reserves the right to cancel the activity.

4. Activities for which charges may be made

Charges may be made for:

- Board and lodging on residential visits (except where remission applies)
- Damage to school property or equipment caused deliberately or through negligence
- Optional extra activities taking place wholly or mainly outside school hours
- Music tuition provided individually or in small groups where it is not part of the National Curriculum or EHCP provision
- Provision of a suitable place of learning (Short Stay) for the period of a term half maximum with a recharge to the referring school for individual learners
- Vocational Pathway place of learning for the period of 2 years with a recharge of the referring school
- Equipment loaned to pupils that is not returned
- School uniform. Initially a student is given a combination of school sweatshirt/polo shirt FOC on first admission. If these items are lost or unwearable a charge is made for a replacement

5. Remissions

Charges may be waived or reduced where:

- Parents receive qualifying benefits, including Free School Meals
- The pupil is looked after by the local authority
- The Executive Headteacher considers there to be exceptional financial hardship
- Funding has been secured through grants, donations or charitable support
- Applications for remission will be treated confidentially

6. Monitoring arrangements

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.