

## CHARGING AND REMISSIONS POLICY FOR THE FIRST FEDERATION TRUST SCHOOLS

<b>Adopted:</b>	18 December 2025
<b>Review cycle:</b>	Two years
<b>Next review due by:</b>	December 2027

### 1. Legal background

In accordance with the [DfE guidance for schools on charging activities](#), governing boards cannot charge parents and pupils for any activity unless they have drawn up a charging policy and made it available to parents. Moreover, when made, charges per pupil cannot exceed the actual costs incurred. This means that pupils who can pay cannot be charged extra to cover the costs of those who cannot afford to.

Schools cannot charge for:

- An admission application or any part of the admissions process;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment). School hours do not include the lunchtime break;
- Transport provided by the school during school hours;
- Education provided outside school hours if it is part of the national curriculum;
- Entry for a prescribed public examination or examination re-sit if the pupil is being prepared for the examination at the school;
- The costs of supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for:

- The costs of materials/ingredients where parents have indicated in advance that they would like their child to bring home the finished product;
- Optional, extra activities provided mainly or wholly outside school hours as long as such teaching is not an essential part of the national curriculum or religious education;
- Vocal or instrumental tuition provided either individually or to groups if the tuition is provided at the request of the pupils' parents;
- Board and lodging for pupils on residential visits, unless the pupil's parents qualify for Free School Meals (but not just Universal Infants Free School Meals);
- Extended day services offered to pupils (e.g. breakfast and after-school clubs);
- Community facilities

## **2. Charges and remissions for the First Federation Trust schools**

### During the school day:

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument if the tuition is at the request of the pupils' parents.

### Optional activities outside of the school day:

The schools may charge for optional, extra activities provided outside of the school day, for example sporting events, theatre visits etc. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. Participation in those optional activities will be on the basis of parental choice and a willingness to meet any charge made.

### Education partly during the school day:

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made.

### Residentials:

Charges will be made for board and lodging, except for pupils whose parents qualify for Free School Meals (but not just Universal Infants Free School Meals). Parents and guardians can check their eligibility and apply for Free School Meals [here](#).

Parents who may find it difficult to pay any charges made should approach the Head of the school.

## **3. Voluntary contributions**

The First Federation Trust recognises the valuable contribution that a wide range of activities, such as trips, clubs and residential experiences, can make towards pupils' education. The Trust schools aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils, as well as additional optional activities. However, these activities entail additional cost and schools may ask parents to support these activities by asking for voluntary contributions to cover the costs.

*Such activities may have to be cancelled if insufficient contributions are received.*

No pupil will be prevented from participating in these activities during the school day because their parents cannot or will not make a contribution.

The First Federation Trust is always grateful for parental contributions towards their children's education and hope parents feel that the range of activities provided is worthy of support and enhances the children's learning.

## **4. Calculating charges and voluntary contributions**

The principles of best value will be applied when planning activities that incur costs to the First Federation Trust and/or charges to parents.

When charges are made or voluntary contributions are sought for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on

those who can pay to support those who cannot.

Charges and voluntary contributions will be calculated in accordance with the Trust trip and activities calculator.

## **5. Information sent to parents**

Letters sent to parents will clearly indicate:

- Whether the amount requested is a charge or a voluntary contribution;
- What the amount requested covers (e.g. entrance fee, transport, etc);
- How to pay the amount requested;
- That no child will be excluded from taking part in activity for which voluntary contributions are sought if their parent is unable or unwilling to pay the voluntary contribution;
- That activities for which voluntary contributions are sought may be cancelled if insufficient contributions are received;
- For residential trips only, that parents who meet the Free School Meals criteria do not have to pay the cost of board and lodging, in which case it will be paid from the school's budget (e.g. pupil premium funding)

## **6. Policy evaluation and review**

The Director of Finance will monitor the impact of this policy working with the Trust finance officers, and report any issues to the Trust Senior Leadership Group and Trust board as needed.

This policy will be reviewed at least every two years.