Excellence, Aspiration and Care in Partnership

Charging & Remissions Policy

2026.27

Ashmole Trust

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Approved by	Mr Sullivan (CEO)
Signed	
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Charging & Remissions Policy

1. Introduction

Ashmole Trust recognises that education provided during school hours should be available to all pupils without charge.

This policy sets out the circumstances in which the Trust may make charges for activities and the circumstances in which remissions may be available.

The Trust is committed to ensuring that no pupil is excluded from essential educational opportunities because of financial hardship.

2. Legislative Framework

This policy has been prepared in accordance with:

- Education Act 1996.
- School Standards and Framework Act 1998.
- Academy Trust Handbook 2026.
- DfE Guidance: Charging for School Activities.
- Trust Funding Agreement.

3. General Principles

The Trust will not charge for:

- Education provided during school hours.
- Education required as part of the National Curriculum.
- Education required as part of an examination syllabus for which the pupil has been prepared by the Trust.
- Provision of books, equipment and materials required to deliver the National Curriculum.

The Trust may request voluntary contributions for certain activities, but no pupil will be excluded because parents or carers are unwilling or unable to contribute.

4. Visits and Activities During School Hours

Voluntary contributions may be requested towards the cost of visits, activities and experiences taking place wholly or mainly during school hours.

However:

- Contributions are voluntary.
- No pupil will be treated differently if no contribution is made.
- No pupil will be excluded solely because a contribution has not been received.

Where insufficient voluntary contributions are received, the Trust reserves the right to cancel the activity.

5. Activities Outside School Hours

The Trust may charge the full cost of activities which take place wholly or mainly outside school hours where they are not:

- Part of the National Curriculum.
- Part of a public examination syllabus.
- Required for religious education.

Charges will reflect the actual cost incurred by the Trust.

6. Residential Visits

The Trust will not charge for:

- Education provided during residential visits that forms part of the National Curriculum.
- Education provided as part of a prescribed public examination syllabus.
- Travel costs relating to such educational provision where legislation prohibits charging.

The Trust may charge for:

- Board and lodging expenses.

Where pupils are entitled to statutory remission under relevant legislation, charges for board and lodging will be remitted.

7. Music Tuition

Charges may be made for individual or small-group instrumental or vocal tuition provided at the request of parents.

No charge will be made where the tuition:

- Is required under the National Curriculum.
- Forms part of a prescribed examination syllabus.
- Is provided under the Trust's statutory obligations.

Charges will be communicated in advance.

8. Work Experience

Parents and carers will normally be responsible for travel costs between home and a work experience placement.

The Trust may provide support in cases of financial hardship.

9. Materials and Ingredients

Where pupils wish to retain a finished product made during practical subjects such as Design Technology, Art or Food Preparation and Nutrition, the Trust may request a voluntary contribution towards materials or ingredients.

No pupil will be disadvantaged if a contribution is not made.

10. Lost, Damaged or Defaced Property

The Trust may seek reimbursement for:

- Lost textbooks.
- Damaged books.
- Lost or damaged equipment.
- Unreturned resources.

Charges will reflect the actual replacement or repair cost incurred by the Trust.

11. Damage to Trust Property

Where property, furniture, fittings, equipment or buildings are deliberately or recklessly damaged, the Trust may seek reimbursement from parents or carers for:

- Repair costs.

- Cleaning costs.
- Replacement costs.

The CEO or Head Teacher may exercise discretion in individual circumstances.

12. Basic Equipment

Parents and carers are encouraged to provide pupils with basic personal equipment including:

- Pens.
- Pencils.
- Rulers.
- Calculators.
- Mathematical instruments.
- Dictionaries where appropriate.

No pupil will be disadvantaged if such items cannot be provided.

13. Public Examinations

The Trust will not charge for:

- One examination entry per subject for prescribed public examinations where the pupil has been prepared by the Trust.

The Trust may charge parents or carers:

Failure to Meet Examination Requirements

Where a pupil fails, without reasonable justification, to:

- Complete required coursework; or
- Attend an examination for which the Trust has paid an entry fee.

Re-scrutiny and Reviews of Marking

Where parents request:

- A review of marking.
- Clerical checks.
- Re-scrutiny services.

Any charges will reflect examination board fees.

Non-Prescribed Examinations

The Trust may charge the full cost of examinations not prescribed by regulation and for associated tuition provided outside school hours.

Resits

The Trust may charge examination entry fees for re-sits where permitted by current regulations.

14. Remissions

The Trust recognises that some families may experience financial hardship.

Each academy may operate financial support arrangements for educational visits and activities, subject to available funding.

When considering assistance, the Trust may take account of:

- Eligibility for Free School Meals.
- Pupil Premium eligibility.
- Looked After Children status.
- Previously Looked After Children status.
- Family circumstances.
- Availability of relevant funding streams.

Support may include:

- Full remission.
- Partial remission.
- Subsidised contributions.

The level of support available may vary depending on the activity and funds available.

There is no automatic entitlement to support beyond any statutory remission requirements.

Requests for financial assistance will be treated confidentially.

15. Voluntary Contributions and Equal Access

The Trust is committed to ensuring that all pupils have access to educational opportunities regardless of financial circumstances.

Where funding permits, academies may provide additional support to remove barriers to participation.

No pupil will be excluded from curriculum activities solely because parents or carers are unable to make a voluntary contribution.

16. Monitoring and Review

The CFO shall monitor the implementation of this policy.

The Finance, Audit & Risk Committee will review the policy annually or sooner if required by changes in legislation, DfE guidance or Academy Trust Handbook requirements.