FINANCE

Achieve + Learn Trust.
Better, together.

Charging & Remissions Policy

Approved by:	Board of Trustees
Date:	October 2026
Date of Next Review:	October 2027



OUR VALUES

AMBITION	We instil a lifelong love of learning and nurture skills and talents
INCLUSION	We welcome and respect people from all backgrounds, valuing and celebrating diversity
ASPIRATION	We want people to be the best they can be, and for everyone to achieve their potential
COMMUNITY	We develop local and global citizens for the future, always committed to working in partnership
BELIEF	We encourage everyone to believe in themselves and their future, providing opportunities to excel



Our Vision

Our vision is to make sure all students get the best educational experience. This means that alongside our broad and aspirational curriculum, we offer students diverse enrichment opportunities to help them find their passions.

It's important to us that students grow both academically and personally. To do this, we create safe, inclusive and enriched learning environments in our schools, with opportunities outside of the classroom that open up pathways to successful futures.

We respect each school's individuality and the communities you serve, so we'll work with you to support your development without changing your identity. Our network of schools collaborate and share knowledge to provide exceptional learning experiences and more opportunities for students to find what they love, and what they're good at.

Our Aims

Our aim is to ensure that all schools within the trust aspire to be strong providers and aim for exemplary practice through creative approaches.

Our Future

We strive for continuous improvement and development. Our expansion will create and nurture a strong partnership of schools, covering both primary and secondary phases. Simply put, we believe that we are better, together. Working collaboratively allows us to build on each school's strengths, while supporting areas of improvement.

Our Governance

The Members of the Trust are the signatories to the Trust's Memorandum and Articles of Association and are responsible for approving any amendments to the Articles. Members have a distinct but limited role, but it is, however, an incredibly important one. In summary, the role of Members is to act as the 'guardian' for the effective operation of the Trust assuring themselves that the Board is exercising effective leadership and governance of the organisation.

In addition to the trust board, each member school has its own local governing body.

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1 Purpose and Scope

The Achieve and Learn Trust wishes to make a broad programme of activities accessible to as many students as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of each school's budget. It also defines other circumstances when our schools may wish to ask for a voluntary contribution, how these charges will be worked out and who might qualify for help with costs.

The policy is written to comply with sections 449-462 of the Education Act 1996. Academies are required through their funding agreements to comply with the law on charging for school activities. This policy also references the 'Charging for School Activities' guidance produced by the Department for Education.

2 School Trips

Day Trips
No charge will be levied in respect of day trips that take place during school hours or are an essential part of the curriculum. (Please also refer to the section on voluntary contributions).

Residential trips – Essential
For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

Residential trips – non-essential
For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied up to the full cost of the trip.

3 Examination Entries

A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

A charge will be levied in respect of examination entries for students where the school has prepared the student for the examination and it considers that for educational reasons, the student should not be entered, and the student's parent/carer wishes the student to be entered (or the student him/herself when over 18 years old). In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

A charge may be levied for students re-sitting an examination.

A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied in the situations above will be the cost of the examination entry, plus any applicable administration charge.

A charge will be levied for any examination re-marks that are requested by parents but are not supported by the school.

N.B. School reserves the right to withhold exam certification until payments are made.

4 Materials and Textbooks

Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food & Nutrition students are asked to provide their own ingredients. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

5 Music Tuition

All students study Music as part of the curriculum and no charge is made for this. The school levies charges in respect of individual and small group instrumental music tuition. A fee is levied dependent on whether the tuition is 1:1 or small group. Parents/Carers are asked to sign an agreement acknowledging the required payments before tuition commences.

6 Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a student is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge may be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

7 Damage / Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8 Voluntary Contributions

When organising school trips, visits or activities that enrich the curriculum and where the school cannot levy charges, and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school may request or invite parents to contribute towards the cost of the trip. Students will not be treated differently according to whether their parents/carers have made any contribution in response to the request or invitation. However, where there are not sufficient voluntary contributions to make the activity possible, then it may be cancelled.

9 Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually and covers staffing and other premises related costs. Hourly and Daily hire rates are available from the Finance Office.

The hirer must have public liability insurance of at least £5,000,000 and proof of such must be provided to the school and retained by the School.

10 Other Charges

The Headteacher-or Governing Body may levy charges for miscellaneous services up to the cost of providing such services and related administration costs e.g. bespoke printing requests.

11 Remissions Policy

The Headteacher or Governing Body may remit in full or part, charges in respect of a student, if it feels it is reasonable in the circumstances.

The Headteacher-or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.