THE PREMIER ACADEMY

CHARGING AND REMISSIONS POLICY

Introduction
The Premier Academy is committed to ensuring equal opportunities for all children, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of educational visits, enrichment activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Legal Framework
This Policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- Freedom of Information Act 2000
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2025) 'Academy trust governance guide'
- DfE (2025) 'Academy trust handbook 2025'
- Academy Funding Agreement

Charging for Education
The Academy will not charge for:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the child is being prepared for by the Academy, or part of RE.
- Instrumental or vocal tuition, for children learning individually or in groups, unless provided at the request of the parent/carer.
- Entry for a prescribed public examination, if the child has been prepared for it at the Academy.
- Examination resits, if the child is being prepared for the resits at the Academy.

The Academy may charge for:

- Materials, books, instruments or equipment, where parents desire their child to own them.
- Use of community facilities.
- Optional extras.
- Music tuition.
- Educational visits / enrichment opportunities provided.
- Board and lodging for a child on a residential visit.
- Transport for educational visits.
- Extended day services offered to children, e.g. after-school clubs, tea, and supervised homework sessions.
- Hot lunches.
- Provision of information within the scope of freedom of information.

Educational Visit / Enrichment Opportunities and Voluntary Contributions
A charge will be made for any activity which the Academy arranges and for which a charge may be made, as set out in the Education Acts, where the activity takes place wholly or mainly outside the Academy session time.

In general, all participants in any educational activity arranged by the Academy and for which a charge may be made, as set out in the Education Acts, will be expected to meet a charge levied by the Academy.

Where educational activities are provided and chargeable by a third party, its charges will be passed on to the parents of the participating children.

The Academy will not charge in excess of the actual cost of providing the opportunity divided by the number of participating children. We will not charge a subsidy for any children wishing to participate but whose parents are unwilling or unable to pay the full charge.

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

If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to contribute, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the Academy cannot fund it via another source, the activity will be cancelled.

The Academy strives to ensure that parents do not feel pressurised into making voluntary contributions.

Music Tuition
Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the child's parents/carers. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge will be made in respect of children who are LAC.

Transport
We will not charge for transporting registered children to or from the Academy premises where the Local Authority has a statutory obligation to provide the transport.

We will not charge for transport provided in connection with an educational visit that occurs during normal school hours. We may request voluntary contributions to cover the cost of transport for visits during the school day.

We will mandate a charge for transport only if it connects to an optional extra that takes place wholly or mainly outside of normal school hours.

Residential Visits
We will charge for board and lodging on residential visits but the charge will not exceed the actual cost.

Parents/carers will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit (if they apply on or after 1 April 2018 and their household income is less than £7,400 a year).

The Academy will provide a form for parents/carers to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.

Damaged or Lost Items
The Academy may charge parents/carers for the cost of replacing items that are broken, damaged or lost due to the negligence or poor behaviour of children or their parents/carers. Parents/carers will only be charged the replacement cost to purchase the same or equivalent item. The Academy will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Remissions
We have set aside a small fund to enable families in financial difficulty to send their children on visits / activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the visit / activity cannot be met through assistance funding and voluntary contributions, the visit / activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get). From September 2026 the earnings threshold will be completely removed for Universal Credit claimants in England. All children in households receiving Universal Credit will automatically qualify.

To request assistance, parents/carers should contact Kate Christy, Chief Financial Officer or Rebecca Ness, Finance Officer.

Educational Visits Refunds
All initial deposits for educational visits will be non-refundable. Parents will be informed of this when they are provided with initial information about the visit.

In the event that the Academy has to cancel a visit due to foreseen circumstances, parental contributions will be refunded.

In the event that a visit is cancelled due to unforeseen circumstances, it is at the Academy's discretion as to whether a refund is given to parents. The CEO will consult the Governing Body on the matter, considering the cost to the Academy, including alternative provision costs.

In the event that a visit is postponed due to unforeseen circumstances, it is at the Academy's discretion as to what happens with the parental contributions for the visit. The CEO will discuss options with the Governing Body, which could include carrying forward the money until the visit takes place, transferring the money to another visit, or refunding parents.

In the event that a child or their parents cancel their place on a visit, it is at the Academy's discretion as to whether a refund is given to parents. The CEO will consult the Governing Body on the matter, considering the reason for cancellation, whether the Academy will be reimbursed for the child's place on the visit, and whether the place on the visit can be offered to another child.

Where a child or their parents have previously cancelled a place on a visit and received a full refund, the Academy has the right to refuse to allow the child to attend future visits.

In the event that a child cannot attend a visit at the last minute (e.g. due to illness), it is at the Academy's discretion as to whether a refund is given to parents.

Once visit arrangements have been booked and confirmed, if contributions exceed the total cost of the visit, a refund will be given where the excess is greater than £1 per child. If the excess is less, this will be paid into the Academy's account.

Excess expenditure will be subsidised by the Academy fund.

The Academy will deal with cancellations and refunds on a case-by-case basis, ensuring that all children and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Income Generation
In line with the current DfE Academy Trust Handbook, the Academy will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

Freedom of Information Policy and Publication Scheme
The Academy's Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information.

Letting Of Academy Premises
Academy facilities are available for hire; please enquire in the Atrium. Information is also available on our website: http://www.tpamk.co.uk

Monitoring and Review
This Policy will be reviewed annually by the Governing Body.