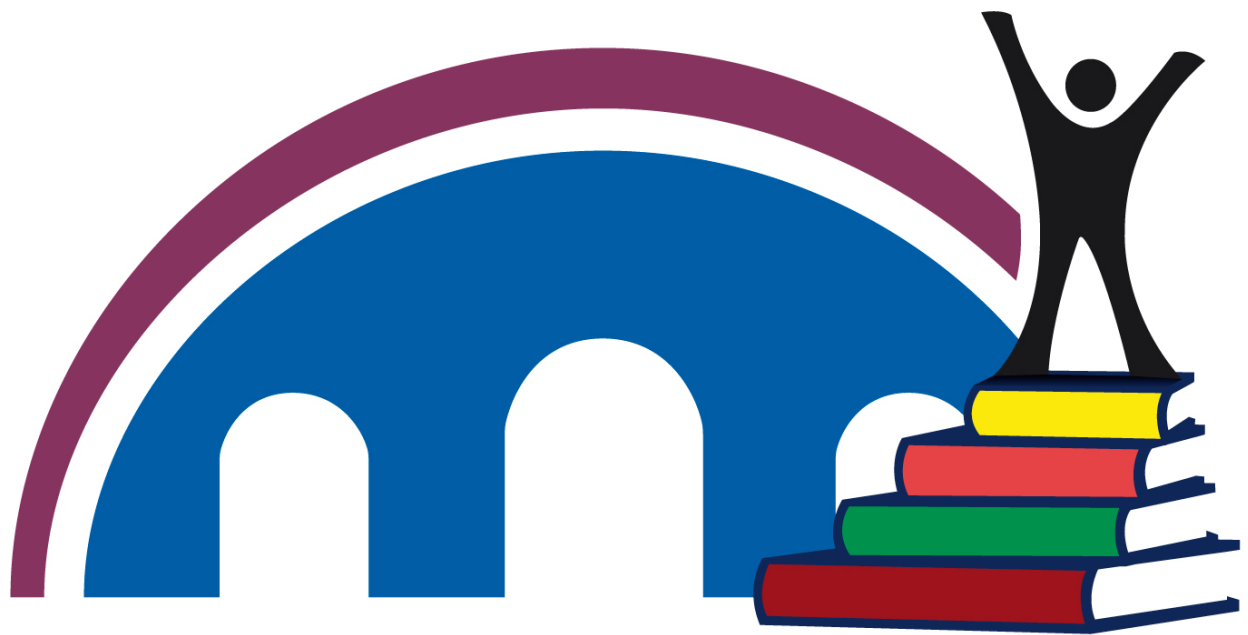




Bridge Academy Trust

CHARGING AND REMISSIONS

September 2026

Summary of Changes

Section Number	Current	Proposed Amendment
1, 2, 3, 4	N/A	All sections have been added
MEITT – 4.17	Dates indicating academic year 25/26 FT Course = £9,535pa PT Course = £14,290 over 2 years	All dates updated to refer to academic year 26/27 FT Course = £9,790pa PT Course = £14,670 over 2 years

Date of Draft Policy: (this is the month/year the policy was drafted)	April 2026	
Last approved version Frequency of review	June 2025 Annually	
Consultation with Staff Required	Yes ☐	No ☒
Period of Consultation (if required)	From N/A	To N/A
Trustee Committee Reviewing Document	Trustee Policy Review Committee	
Date of Trustee meeting at which Policy Approved (if required)	16 th June 2026	
Date of Adoption of Policy	1 st September 2026	
Date Policy available on Central Area/www (if appropriate)	1 st September 2026	
Reviewer	Finance Director	
Brief historic history & where update advice has been sourced	Historic	

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INTRODUCTION

- 1.1 The law on charging in connection with education in maintained schools is set out in the Education Acts. Individual Trusts are required to determine and keep under review a policy in respect of charging and remission arrangements. No charge may be made by the school unless it has drawn up a statement of its policy. The Education Reform Act 1988 established the basic principle that the education by any maintained school for its registered students should be free of charge.

SCOPE

- 2.1 This policy sets out the Trust's approach to charging and remissions and applies across all schools in the Trust. It explains when charges may be made, when voluntary contributions may be requested, and the circumstances in which charges may be reduced or waived, ensuring practice is consistent, transparent, and compliant with relevant education legislation.

ROLES AND RESPONSIBILITIES

- 3.1 The following roles have responsibilities for ensuring this policy is implemented consistently and that any charges and remissions are applied fairly and transparently.

TRUST BOARD/TRUSTEES

- 3.2 To approve the policy and any material amendments; receive assurance that charging and remissions arrangements are compliant and applied consistently across the Trust.

FINANCE DIRECTOR

- 3.3 Provides advice and guidance to schools; ensures arrangements for setting, invoicing, recording and recovering charges are robust.

HEADTEACHER/HEAD OF SCHOOL

- 3.4 To ensure staff follow this policy; approves chargeable activities and any voluntary contribution requests.
- 3.5 To ensure parents/carers receive clear information about costs, payment deadlines and cancellation arrangements.
- 3.6 Issues must be escalated to the Finance Director, where required.

ALL STAFF

- 3.7 Prepare and calculate charges and voluntary contribution amounts in line with the policy.
- 3.8 To ensure all amounts are recorded and monitored on the parental contribution platform (e.g. ParentPay/Arbor). Pursuing any unpaid charges in accordance with the unpaid charges section.
- 3.9 Confirm arrangements of any payment support plans, where agreed.

EQUALITY IMPACT ASSESSMENT (EIA)

- 4.1 An Equality Impact Assessment has been completed for this policy which identified no significant negative impacts.

CHARGING

- 5.1 Exceptions to the above are as follows:

MUSICAL INSTRUMENT TUITION WITHIN SCHOOL HOURS

- 5.2 Individual and group tuition in playing a musical instrument will be charged for if it is not part of the National Curriculum.
- 5.3 Charges will be made for sheet music, certain musical instruments, or their hire.

FINISHED PRODUCTS

- 5.4 A charge may be levied to cover the cost of materials/ingredients for subjects such as design, or food technology where parents/carers have indicated in advance, they would like their child to bring home the finished product.

BOARD AND LODGING

- 5.5 Where a school activity requires students to spend nights away from home, the school will make a charge for board and lodging in all cases, whether or not the residential trip is deemed to have taken place in school hours. The charge will not exceed the cost of the board and lodging provided for each student involved.
- 5.6 Where a trip is deemed to have taken place outside school hours and is not required for the purposes of a prescribed public examination, charges not exceeding the cost may also be levied for travel.

PUBLIC EXAMINATIONS

- 5.7 The following charges will be passed on to parents/carers:
- a) the charge made by an examining board where a parent/carer asks for an examination result to be re-scrutinised or requests a copy of the examination paper.
 - b) the cost of entering the student for an examination where the Headteacher/Head of School agrees to enter a student for a prescribed public examination for which he or she has not been prepared by the school.
 - c) the examination fee where a student, with parental agreement, is entered for a public examination which is not prescribed by the Secretary of State, and which is not on the Authority's approved list for payment of fees.
 - d) the cost of the examination fee where a student does not attend the examination without good reason.
 - e) the cost of resubmitting coursework post deadline when no additional submissions are required; and
 - f) applicable to 'A' Level students only, the cost of resitting an examination when the 'target grade' has already been achieved.

OPTIONAL EXTRAS (I.E., OUTSIDE SCHOOL HOURS)

- 5.8 A charge will be levied for an activity, defined under legislation as an “optional extra”, which is provided wholly or mainly outside school hours. Such charges will not exceed the cost of providing the activity, divided equally between the students participating.
- 5.9 Prior written agreement must be obtained from the parents/carers of students involved in an optional activity for which a charge is to be made.

EDUCATION PARTLY DURING SCHOOL HOURS

- 5.10 Charges will be made for visits that occupy more than 50% of the time out of normal school hours. This includes travelling time.
- 5.11 Where more than 50% of the visit takes place during school hours, no charge will be made. If residential accommodation is involved, a charge will be made for that accommodation.
- 5.12 **Application of 50% Rule**

Where the 50% rule is applied to residential visits, calculations are based on “sessions”. Sessions are defined as from 0.00 to 12.00 and 12.00 to 24.00. If the number of sessions outside school hours exceeds the number of sessions inside school hours, charges can be made.

e.g., A visit taking place from a Friday (if it is a full school day) through to Sunday evening, would involve two sessions in school hours and four out of school hours. Charges can therefore be made.

SIXTH FORM BOOK DEPOSIT

- 5.13 For students in the sixth form the school may request a single deposit for textbooks and materials lent to students during their studies. On return of the books and/or materials the deposit will be refunded. If lent items are not returned by the deadline the school will retain the deposit paid.

NURSERY COSTS

- 5.14 A locally agreed fee will be charged to parents/carers at the start of each term, for any additional hours requested over the 15 hours government entitlement.
- 5.15 If eligible, the 15 hours government entitlement may be increased to 30 hours, a confirmation code provided through the government gateway will be required.

MEITT

- 5.16 MEITT will follow the recommendations set out in the **School Centered Initial Teacher Training (SCITT) providers financial handbook**, published 31 July 2019.
<https://www.gov.uk/government/publications/school-centred-initial-teacher-training-scitt-providers-financial-handbook>
- 5.17 As per the **Department for Education’s Initial Teacher Training (ITT): criteria and supporting advice**, updated 29 October 2025, and in line with the **Changes to tuition fees: 2026 to 2027**, updated 26 November 2025, MEITT will charge up to:
- a) £9,790 for a full-time course (over one year), payable by the trainee teacher.
 - b) £14,670 for a part-time course (over two years), payable by the trainee teacher.

- c) £6,500 for tuition fees to train a salaried trainee teacher, payable by the employing school.
- d) £2,500 for assessment only candidates within a Partner or Trust school, payable by the employing school or candidate; and
- e) £3,000 for assessment only candidates within non-Partner or non-Trust schools, payable by the employing school or candidate.

<https://www.gov.uk/government/publications/initial-teacher-training-criteria/initial-teacher-training-itt-criteria-and-supporting-advice>.

GENERAL NOTES

DAMAGE AND REPLACEMENT

- 6.1 Within the school's disciplinary code compulsory charges may be made by the school for replacement of broken windows or fittings, defaced or damaged textbooks or any other damage or loss occurring due to a student's bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.

SUBJECT ACCESS REQUEST OR FREEDOM OF INFORMATION

- 6.2 The Trust reserves the right to charge for costs incurred when a subject access request (SAR) or Freedom of Information (FOI) request exceeds 10 hours, any anticipated cost would be communicated upon receipt, prior to collating the information.

VOLUNTARY CONTRIBUTIONS

- 7.1 The Trust wishes to continue with the important work and experience derived from an off-site visit. To overcome the financial difficulties that exist voluntary contributions will be requested for any visit taking place during school hours.
- 7.2 The school will suggest to parents/carers an appropriate amount for a voluntary contribution but cannot insist on payment. However, if 100% contributions are not received, the school reserves the right to cancel the trip and return all the contributions made.
- 7.3 No student will be prevented from taking part in the visit if a contribution is not forthcoming or has been insufficient to cover the individual cost for that student.
- 7.4 Where contributions are made in excess of the requested sums, surplus money will be returned to parents/carers if the amount exceeds £10 per student; if the amount is less than £10 per student the money will be retained in visits reserve.
- 7.5 Charges for optional extras for which voluntary contributions will be sought can include:
 - a) travel costs.
 - b) materials, books, instruments and other equipment.
 - c) entrance fees to museums, castles, theatres etc.
 - d) insurance costs.

- e) the cost of engaging a teacher, specifically for the activity; and
- f) the cost of cover for staff accompanying the activity.

REMISSIONS

- 8.1 At the discretion of the Trustees, any of these charges may be remitted in whole or part to parents/carers in receipt of means-tested benefits (as per the Free School Meal entitlement), such as:
 - a) Jobseeker's Allowance – Income Based.
 - b) Employment & Support Allowance – Income Based.
 - c) Child Tax Credit at the maximum rate.
 - d) Guaranteed Pension Credit.
 - e) Universal Tax Credits; and
 - f) Whose income is assessed at the level equivalent to qualify for these benefits.
- 8.2 In these circumstances, applications should be made to the Finance Department and will be treated in confidence.
- 8.3 The school can also offer payment plans and/or extended deadlines to support parents/carers with any payments the school have requested. The Finance Department will need to be contacted to agree any amendments to the payment schedule.

UNPAID CHARGES

- 9.1 Those unpaid charges which are legally recoverable will be recouped, together with resultant costs as a civil debt.