



CHARGING AND REMISSIONS POLICY

All schools in Mosaic Schools Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Staff Responsible:	CFO
Approved by:	Finance & Resources Committee
Date of Review:	April 2026
Date of Next Review:	April 2028

VERSION CONTROL

Date	Change
September 2024	New policy based on MSLT policy
April 2026	Updated to reflect current DfE guidance, including early years charging, voluntary contributions, FSM/remissions (including NRPF), and general policy clarifications.

Contents

1) Aims	4
2) Legislation and Guidance	4
3) Definitions	4
4) Roles and Responsibilities	4
5) Where charges cannot be made	5
6) Where charges can be made	6
7) Voluntary Contributions	8
8) Activities these schools charge for	8
9) Remissions	9
10) Monitoring arrangements	9

1. Aims

Our schools aim to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#). This policy complies with our funding agreement and articles of association.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

The Board of Trustees has an overarching role in ensuring that policies, procedures and training in Mosaic schools are effective and comply with the law at all times.

The Chief Executive Officer (CEO) monitors the effectiveness of policies, procedures and training in Mosaic schools and reports to the Board of Trustees.

Local Governing Bodies (LGB) are expected to monitor the effectiveness of policies, procedures and training in their own school and report any concerns to the CEO or Chair of Trustees.

The Board of Trustees has overall responsibility for approving the charging and remissions policy, but this has been delegated to the Finance and Resources committee.

4.1 The Head Teacher

The Head Teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.2 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

4.3 Parents

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the schools cannot charge for**:

5.1 Education

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the schools can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision - No charge will be made for the government-funded early education entitlement hours. Charges may apply for additional hours, meals, and consumables, provided these are clearly itemised and agreed in advance with parents
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit

- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges **cannot** be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

Schools can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Educational Visits and Activities
- Visits to the school from outside providers
- Life Bus
- Some sporting activities not provided under the national Curriculum
- School Fund

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

The Trust will ensure that requests for voluntary contributions are made on a strictly voluntary basis, and that no parent is placed under pressure to contribute. Pupils will not be treated differently according to whether or not their parents have contributed

8. Activities the Mosaic Schools charge for

The schools will charge for the following:

- Breakfast and After School Clubs. These are charged per session, to include all activities arranged by the club, and breakfast or light tea as appropriate to the session.
- Certain documents; although these will usually be provided free of charge, the schools reserve the right to make a charge to cover costs incurred.
- The cost of repair or replacement where damage or loss has been caused wilfully or negligently by an adult or child.
- Lettings – please see separate Lettings Policy.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- 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
- The guaranteed element of State Pension 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)

Eligibility for remissions will be assessed in line with current Free School Meal eligibility criteria as defined by the Department for Education. This is primarily based on receipt of qualifying benefits, including Universal Credit (with an annual net earned income threshold of £7,400), alongside legacy benefits where applicable.

9.2 Pupil Premium

Pupil premium may be used to subsidise activities for children who are in receipt of free school meals or are recorded as “Ever 6” including:

- Club fees
- Music tuition
- Educational visits
- Costs for residential visits, in excess of the cost of board and lodging
- Anything else which is likely to add to the child’s learning.

9.3 Pupils with No Recourse to Public Funds

Consideration will be given to subsidising activities for children whose parents have no recourse to public funds and are unable to afford to contribute. This subsidy will take the same format as that available to pupil premium children. The Trust will consider support in line with current DfE guidance on extended Free School Meal eligibility for families with No Recourse to Public Funds (NRPF), subject to eligibility checks

10. Monitoring arrangements

This policy will be reviewed bi-annually. At every review, the policy will be approved by the Finance and Resources Committee.