



CHARGING & REMISSIONS POLICY

Policy Number	0020	Policy Author	G Smith
Date of Last Review	Dec 2025	Policy Ownership	Finance & Operations
Agreed by Governors	July 2017	Policy Updated by	G Smith
Reviewed by Trust Board	Dec 2025	Date of Next Review	Dec 2026

Introduction

The Trust Board recognises the valuable contribution that a wide range of additional activities, including clubs, out of hours trips, residential activities and gaining exposure to other environments, can make towards students all round educational experience and their personal and social development.

Purpose of the policy

The Trust wishes to see the curriculum enriched as far as possible for the benefit of all students and it recognises that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level. This policy outlines the Trusts position of charging for such activities and outlines where other charges may be levied.

The Trust Board reserves the right to amend this policy at anytime.

Charging

The Trust Board reserves the right to make a charge in the following circumstances:

Academy trips and residential trips in Academy time: the board and lodging element of the residential experience and outdoor pursuit courses;

Activities outside Academy hours: the full cost for each child and young person of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;

Materials: the cost of materials or ingredients for design and technology and food technology, if parents/carers have indicated in advance that they wish to own the final product;

Acts of vandalism and negligence: the Trust reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence.

Where, without a medical certificate explaining the reason, a child or young person fails to complete examination requirements for any public examination for which the Trust has paid an entry fee, the Trust may seek to recover the fee from the parent;

There may be a charge for an examination entry where there is a request from a student's carer/parent for additional subject entries to be made which are not supported by the Trust.

Where a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the child or young person attends the examination. Copies of marked external examination papers and for remarks will be charged at cost where parents have formally requested the information.

Remissions

Where a student is “looked after”, the Trust will remit, in full, the cost of board and lodging for any curriculum related residential activity that is organised for that student which takes place within school time.

The Trust may remit charges in full or in part to other parents after considering other specific hardship cases. The Trust invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher of the Academies may authorise remission.

Uniform, ID cards and Lanyards

A number of items can be purchased from Reception, including academy ties, academy water bottles, stationary items and replacement lanyards and ID cards.

In specific hardship cases, the Headteacher has the discretion to waive all or part of the cost of uniform.

Lockers

Subject to availability, student lockers are available to hire with a £5.00 deposit to cover loss of the key or damage.

Voluntary contributions

Nothing in this policy precludes the Trust from inviting parents to make voluntary contributions.

The Trust Board is however very clear that any such contributions are voluntary and students of parents who do not contribute will not be discriminated against.

If a trip or activity is dependent on voluntary contributions; if insufficient contributions are received, then the Academy reserves the right to cancel the trip or activity.

Freedom of Information Act

Freedom of Information Act requests will be considered and dealt with on a case by case basis. The Trust reserves the right to charge reasonable expenses where legally allowed and financially justifiable.

Hire of Academy Premises

A charge will normally be made for the use of the Trusts accommodation and facilities. For details, availability and charges, the Finance Office should be contacted by email: academylettings@basildonacademies.org.uk.

Other Fees

Other fees payable include:

A search fee of between £10 & £69 per certificate will be levied for requests for all examination certificates not collected in the year in which they are awarded, depending on the exam board.

Subject to the restrictions of General Data Protection Regulation (GDPR) a fee of £50 will be charged for copies of an individual's Academy record. Charges may also apply in respect to Freedom of Information requests.

Ex-students/external candidates wanting to take an examination at the Upper Academy will be charged cost plus a 10% administration fee. The base cost will include the exam entry fee and invigilation.

A charge of £49.50 will be levied to any prospective staff member should they withdraw acceptance of a position of employment after the DBS application has been initiated.

Monitoring, Evaluation and Review

The Trust Board will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academies.