



Charging and Remissions Policy

This policy is underpinned by the Trust vision 'Enlightening, Empowering and
Evolving Generations through education'

Version Control

Version	Date	Author	Changes made
0.1	21.09.2026	Carol Mee	New Policy

1. Statement of intent

The Quill CofE Trust is committed to ensuring that all pupils, regardless of their financial background, have equal access to a broad, balanced, and high-quality education. This policy aims to maintain a robust, fair, and transparent system for charging and remissions that complies fully with statutory legislation while upholding our Christian values and inclusive ethos.

2. Legal framework and scope

This policy complies with Sections 449-462 of the Education Act 1996, the Academy Trust Handbook, and current Department for Education (DfE) statutory guidance. It applies to all our academies, including Early Years and Nursery settings governed by The Quill CofE Trust.

3. Core Principles: No charges for education

The Trust **will not** charge for:

- An admission application to any academy within the Trust.
- 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 pupil is being prepared for at the school, or part of religious education.
- 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.

The Trust **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent/carers wishes him/her to own them.
- Optional extras (see section 5).
- Music and vocal tuition, in limited circumstances.
- Certain Early Years provision (see section 4).
- Community facilities.

The Trust reserves the right to seek reimbursement from parents/carers for the cost of repairing or replacing school property that has been deliberately damaged, lost through negligence, or not returned when requested. This may include books, educational materials, iPads, laptops, chargers, cases and other equipment loaned to pupils.

4. Early Years and Nursery provision

Where academies within the Trust operate Nursery provisions, the following charging structures apply, these fees will be reviewed annually by Trust leaders and approved through the Trust's Scheme of Delegation:

Free entitlement

- All children are entitled to the statutory universal free early education entitlement (e.g., 15 hours per week for eligible 2, 3, and 4-year-olds) and, where applicable, the extended entitlement (30 hours per week).
- No charges or mandatory top-up fees will be levied for hours delivered strictly as part of this statutory entitlement.

Additional hours and private childcare

- Charges will apply for any hours requested by parents/carers that exceed the child's statutory funded entitlement (e.g., top-up hours, afternoon sessions, or full-day care).
- Fees for additional nursery hours will be set annually by the Trust Board and communicated clearly to parents/carers.

Consumables and supplementary services

- Academies may offer optional consumables packages for items such as snacks, nappies, wipes or additional enrichment activities. Any charges will be voluntary, clearly communicated in advance and parents/carers will always be able to provide their own alternatives where appropriate.
- No child will be denied a funded place or treated differently if their parents/carers choose not to pay for consumables. Where a charge is levied, an alternative option (e.g. parents/carers providing their own snacks/nappies) will be made available.

5. Permitted Charges (Optional Extras)

Charges may be made for some activities known as "optional extras". Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges and must not exceed the actual cost of providing the additional activity.

Permitted charges include:

- **Education outside school hours:** activities that are not part of the National Curriculum, not part of a syllabus for a prescribed public examination, and not part of religious education.
- **Board and lodging:** for pupils on residential visits, the charge must not exceed the actual cost of providing board and lodging.
- **Music tuition:** vocal or instrumental tuition provided individually or to groups of any size, provided that the tuition is at the request of the pupil.
- **Materials and ingredients:** charges may be made for materials, books, instruments, or ingredients needed for practical subjects (e.g. Design & Technology, Food Technology) if the child's parent/carer has indicated in advance that they wish the child to own the finished product.
- **Extended services:** supervised before-and-after-school care clubs, breakfast clubs, and holiday clubs run directly by the Trust's academies.
- **Community facilities:** use of school premises or facilities outside of standard operational demands.

6. Voluntary Contributions

The Trust or its individual academies may ask parents/carers for voluntary contributions to support academy funds or to enable specific activities to take place (e.g. school trips, visiting theatre groups)

There is no obligation for parents/carers to make any contribution. No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay.

If an activity cannot go ahead without voluntary contributions, this will be made clear to parents/carers at the planning stage. If insufficient contributions are received, the activity may be cancelled.

7. Remissions and Financial Hardship Support

To ensure that pupils are not excluded from educational opportunities due to financial constraints, the Trust operates a clear remissions framework.

Statutory remissions

Parents/carers who can prove they are in receipt of qualifying benefits will be exempt from paying the cost of board and lodging for essential residential trips (those that are part of the National Curriculum or curriculum-linked). Qualifying benefits since 2003 have been aligned with free school meals eligibility criteria.

Discretionary remissions

The Trust's academies may use Pupil Premium funding, or local discretionary hardship funds, to fully or partially subsidise optional extras, uniform costs, nursery consumables, or extended service fees for eligible pupils.

Parents/carers experiencing exceptional financial hardship are encouraged to apply in confidence directly to the Headteacher for discretionary fee remissions.

8. Monitoring and Review

This policy will be reviewed annually by the Trust Board or the Finance Director (FD) to ensure alignment with any updates to statutory funding rules, inflation indexes, and DfE guidance.