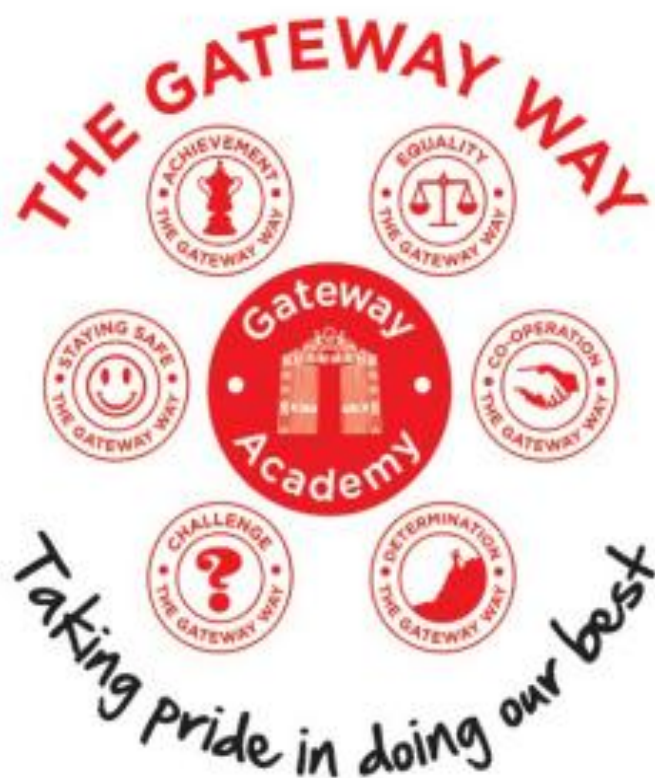


GATEWAY ACADEMY



Charging and Remissions Policy

Approved by:	Lisa Breslin and Claire Cleary
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Last reviewed on:	September 2026
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Next review due by:	September 2027
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Aims

Gateway Academy aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and if or 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
- All education during Academy hours is free. **We do not charge for any activity undertaken as part of the National Curriculum.**

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 to 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's 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.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and Responsibilities

The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Co-Headteachers.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Co-Headteachers: Lisa Breslin and Claire Cleary.

CoHeadteachers

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

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the CoHeadteachers of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The Academy will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Co-Headteacher of any concerns or queries regarding the charging and remissions policy. They may need to make an appointment via the office to do this.

Where charges can and cannot be made

Voluntary contributions for activities as part of the Curriculum

When organizing Academy trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the Academy reserves the right to invite parents to contribute to the cost of the activity. All contributions are voluntary. If a parent wishes their child to take part in an Academy trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given and will not be excluded.

When necessary, the Academy pays additional costs in order to support visits. Parents have a right to know how each trip is funded. The Academy provides this information on request.

Where appropriate, the Academy may charge for admission tickets to performances or productions that take place outside the school day. Any income from ticket sales will only be used to cover the direct costs of staging the event, including professional recording or video production for families. The Academy will not make a profit from ticket sales.

Residential visits

Schools are permitted to charge for the cost of board and lodging during residential trips, even if they occur mainly during Academy time. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during Academy hours, children whose parents are in receipt of the following support payments will, in addition to having secured free school lunch entitlement (not through universal infant free school meal eligibility), also be entitled to the remission of the charge for board and lodging:

- Income Based Jobseekers Allowance (IBJSA).

- Income-related employment and support allowance (IRESA).
 - Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HMRC, which does not exceed £16,190 (FSM and EYPP only).
- Guaranteed Element of State Pension Credit.
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after stopping qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999. (NASS)
- Working Tax Credit (eligible for 2-year-old funding only) and have an annual income, as assessed by HMRC, which does not exceed £16,190.
- Disability Living Allowance (eligible for 2-year-old funding but only if the child is the recipient).
- Universal Credit.

The Academy does not currently organise residential trips for the children.

Music tuition

All children study music as part of the normal academy curriculum. We do not currently charge for this. Neither do we charge for individual or group music tuition.

Charges that could be made must 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

The Academy does offer paid music tuition for piano lessons. They also subsidise places for vulnerable or disadvantaged pupils.

Swimming

The Academy organizes swimming lessons for all children in Year 4. We do not charge for this as it is a statutory part of the National Curriculum. These take place in school time. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons as part of our admission procedures.

Breakages and Lost or Damaged Books and Musical Instruments

Where a child's wilful or negligent actions incur extra costs to the Academy, by breakage of equipment, damage to premises, loss or damage to text books or library books, the Academy reserves the right to charge parents for the whole or part of the cost of repair or replacement. The parents sign an agreement letter at the time of admission to the Academy agreeing to this policy if their child has permission to borrow books. This is the same arrangement for Chromebooks.

Extra-Curricular Activities

The Academy will endeavour to offer the children a range of optional extracurricular activities to widen their experiences e.g. cricket, art, dance, football, table tennis, gymnastics, police cadets. Parents may be asked for payment if outside specialist teachers/coaches are employed to run the clubs. The Academy are committed to ensuring that all children have access to these clubs and activities. Parents should contact the Co-Headteachers to discuss any potential barriers that may prevent a child from attending.

Activities we charge for

The Academy currently charges a late collection fee of £5 if a child is still in the building after 3:30pm. From September 2025, the same charge applies where a child is collected more than 15 minutes after the end of an after-school club.

The Academy purchases SATs revision guides at cost price and sells them to Year 6 pupils.

The Academy may ask parents to contribute towards Year 6 leavers' hoodies where these are optional purchases.

The Academy may charge for admission tickets to school performances held outside the school day. Any charge will not exceed the direct costs of the performance, including professional filming/video production, and is intended solely to recover those costs.

The Academy also purchase SAT's revision guides at cost price and sell them to Y6 children at a cost of £3 per item.

Remissions

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

Remissions for residential visits

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

- 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 Pension Credit

- Child Tax Credit – provided you're 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)

Monitoring arrangements and review

The CoHeadteachers Lisa Breslin and Claire Cleary monitor charges and remissions, and ensure these comply with this policy.

They will review this policy annually for the start of each academic year.

It will then be reviewed and approved every year by the Finance Committee and reported to the Full Governing Body.