



## ACE Tiverton: Charging & Remissions Policy

Policy Information	
<b>Policy Owner</b>	School
<b>Issue Version</b>	2.0
<b>Approving Committee</b>	School Level Policy
<b>Adopted Date</b>	June 2026
<b>Review Cycle</b>	Annual
<b>Last Review Date</b>	June 2026
<b>Next Review Date</b>	June 2027

### Adoption of the Policy

This Policy has been adopted and reviewed by the Senior Leadership Team and Local Governance Committee ACE Tiverton, part of REACH South Multi Academy Trust.

**Signed H C Smart – Executive Headteacher**

### Date

Date	Changes Made	By Whom
April 2024	First Version Approved	SAF
June 2026	Updates made in line with DfE guidance and to reflect new Trust membership.	HCS

## 1. Purpose and Scope

This policy sets out how ACE Tiverton Special School manages charges, voluntary contributions, and remissions. It ensures:

- compliance with the Education Act 1996 (sections 449–462)
- alignment with DfE guidance *Charging for School Activities (2018)*
- alignment with the expectations for academies under *What academies, free schools and colleges should publish online*
- consistency with the principles used across Reach South and other MATs with similar governance standards

The policy applies to all students, families/carers, and staff involved in planning or participating in school activities.

## 2. Policy Principles

ACE Tiverton Special School is committed to:

- providing a free, inclusive, high-quality education
- ensuring no student is disadvantaged because of financial hardship
- applying charges fairly, transparently, and only where permitted by law
- ensuring remissions are applied consistently and equitably
- ensuring families understand when contributions are voluntary and when charges apply

## 3. Activities for Which the School Cannot Charge

In line with legislation, the school cannot charge for:

### 3.1 Education

- Education provided during school hours, including materials, books, equipment, and transport.
- Education provided outside school hours if it is part of:
  - the National Curriculum
  - a public examination syllabus the student is being prepared for
  - religious education

### 3.2 Admissions

- Applications for admission to the school.

### 3.3 Instrumental/Vocal Tuition

- Tuition required as part of the National Curriculum or a public examination syllabus.

### 3.4 Examination Fees

- The first entry for a prescribed public examination for which the student has been prepared at the school.

## 4. Activities for Which the School May Charge

Charges may be made for:

### 4.1 Optional Extras

These include:

- Education provided outside school hours that is not part of the National Curriculum or exam syllabus
- After-school clubs, holiday clubs, and extended day services
- Transport not required to deliver statutory education
- Board and lodging for residential visits
- Materials, books, instruments, or equipment where families wish the student to own them
- Examination entry fees where:
  - the student has not been prepared for the exam at the school, or
  - the student fails, without good reason, to attend the exam

## 4.2 Music Tuition

Charges may be made for individual or small-group tuition where it is not essential to the curriculum.

## 4.3 Community Use

Charges may be made for community, or lettings use in line with Trust and school policies.

## 5. Voluntary Contributions

The school may request voluntary contributions for activities that cannot be fully funded from the school budget.

- Contributions are voluntary, and no student will be excluded because a family is unwilling or unable to contribute.
- If insufficient contributions are received, the activity may be cancelled.
- The school will not use pressure tactics such as repeated reminders or colour-coded payment notices.

## 6. Residential Visits

### 6.1 During School Hours

If more than 50% of the time on a residential visit occurs during school hours, only board and lodging may be charged.

### 6.2 Outside School Hours

If more than 50% of the time falls outside school hours, the visit may be charged as an optional extra.

### 6.3 Remissions

Board and lodging charges will be remitted for families in receipt of eligible benefits (see Section 10).

## 7. Transport

The school may charge for:

- transport for optional extras
- transport for residential visits
- transport for activities not required as part of the curriculum

The school **will not charge** for transport required to deliver statutory education.

## 8. Calculating Charges

Charges:

- will be based on the actual cost of the activity
- will be divided equally by the number of students participating
- will not subsidise other students
- will not include the cost of alternative provision for students not participating
- may include staffing costs where staff are engaged specifically to provide the optional extra

## 9. Refunds

ACE Tiverton Special School follows a clear and consistent approach to refunds for trips and activities. Refunds will only be issued where the school is able to recover costs. This includes situations where:

- the school cancels the trip
- a replacement student takes the withdrawn student's place, and the school does not incur financial loss

The following wording applies to all trips and visits:

Please note that the payments towards any trip are non-refundable. If your child is unable to attend and there is a waiting list and a student who is able to replace your child, we may be able to return some of the monies paid. If you

withdraw your child, you are expected to pay the full balance of the trip so there is no financial loss to the school. By paying your deposit on Arbor, you are agreeing to these conditions.

Refunds will not be issued where:

- the school has already committed funds to external providers
- the withdrawal results in unrecoverable costs
- the withdrawal is voluntary and not due to school-related circumstances

#### **10. Remissions (Financial Support)**

The school will remit charges for **board and lodging** on residential visits where the families/carer receives one of the following:

- 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 (without Working Tax Credit and with income below the HMRC threshold)
- Working Tax Credit run-on
- Universal Credit with net household earnings below the DfE threshold

The school may also provide discretionary support in cases of hardship.

#### **11. Damage to Property**

The school will recover costs – or a reasonable contribution to such - for:

- wilful or malicious damage to school property
- loss or damage to schoolbooks or equipment
- damage caused by a student to a third party during a school activity

#### **12. Monitoring and Review**

The Governing Body will review this policy annually to ensure:

- compliance with legislation
- fairness and transparency
- alignment with Trust-wide financial procedures