

Walsall Academy



Charging and Remissions Policy

Policy Title	Charging Policy
Policy Reference	WA/Chrg
Description	This document sets out the policy regarding charging for a range of items and events
Status	Statutory
Category	Academy
Person Responsible	S Topper – Headteacher J Clarke – Shadow Headteacher
Version	V 1.8 September 2025
Other relevant policies	
Adopted by the Governing Board on	September 2024
Next Review Due	September 2026
Data Protection	<i>Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation</i>

Version Records		
Version	Date	Description
1.1	January 2019	Review
1.2	September 2019	Review
1.3	February 2021	Review
1.4	April 2022	Review
1.5	June 2023	Review
1.6	October 2023	Annual Review
1.7	September 2024	Annual Review
1.8	September 2025	Annual Review

Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

School Trips

Day Trips - During the school day all activities that are a necessary part of the National Curriculum and statutory Religious Education lessons will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity.

Voluntary contributions may be sought for activities during the school day which entail additional costs, (*for example field trips*).

The Academy can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, school trips etc will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled.

There is no obligation on parents/carers to make any contribution. A child will not be excluded from any activity due to his or her parents/carer being either unable or unwilling to pay.

Residential trips – Essential For residential trips which are essential to the National Curriculum, statutory Religious Education lessons or in preparation for prescribed examinations, a charge will be levied for board, lodging and travel. Bursaries are available to support students.

Residential trips – Non-essential For residential trips which are not essential to the National Curriculum, statutory Religious Education lessons or in preparation for prescribed examinations, a charge will be levied up to the full cost of the trip.

Trips/Visits using the School Minibus

The Academy can ask for voluntary contribution for trips/visits when the Academy minibus is used as Walsall Academy has a Section 19 Permit granted under the Transport Act 1985. This authorises to carry passengers for hire or reward (not for profit) as per the Conditions of the Standard Permit. No charges will be made when used to and from sports fixtures or skills for life/character development visits.

Examination Entries

A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

A charge will be levied in respect of examination entries for students where:-

- The student's parent/carer wishes the student to be entered (or student him/herself when over 18 years old).
- A charge may be levied for students re-sitting an examination.
- A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee. This includes any registration fees e.g. BTEC registration.

Materials & Textbooks

Where a student or parent/carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge. Textbooks are loaned free of charge, but in some subjects, additional revision guides are available, for which a charge is made at cost. All students are required to keep their exercise books in a book bag which provided. Replacements can be purchased at resources

Music Academy Tuition

Payments are made directly to the visiting music teacher. Bursaries are available to students whose families are entitled to free school meals.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

Voluntary contributions may be sought for activities that incur additional costs.

If a student is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity may be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of the replacement or the repair, or such lower cost as the Headteacher may decide.

Lettings

The school if it makes its facilities available to outside users at a charge of at least the cost of providing the facilities.

Other charges

All statutory policies will be available on the website and may be downloaded.

The Headteacher or Local Governing Body (LGB) may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or other documentation requested under the Freedom of Information Act.

Student Support Policy

The Headteacher or LGB may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

The Headteacher or LGB may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.