



Amplify Education

Charges and Remission Policy

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Author (Role Title): Chief Finance & Operations Officer

Approved By: Trust Board

Implementation Date: July 2026

Date Adopted: 01 July 2026

Review Date: Summer 2029

As part of the review process, this policy has been subject to an Equality Impact Assessment.

Version Control

Date	Page	Change	Purpose of Change
April 2026	All	New MAT-wide policy	Harmonisation of legacy trust policies

Values, Principles and Standards

Amplify Education Trust is **a bold voice for Bristol** – speaking with ambition and channelling the city's spirit into a shared journey of belief, opportunity and citizenship.

We **build belief** in every young person, shaping a future where every voice matters, every story is heard, and every learner moves forward with confidence.

We **expand opportunities** and nurture potential to enrich each learner's journey with inclusive academic, creative and musical experiences.

We **strengthen citizenship** through connecting communities and educating to build unity and pride.

1. Purpose and Scope

This Charging and Remissions Policy apply to all academies within Amplify Education Trust. It sets out circumstances where charges may or may not be made for school activities and the arrangements for remissions, ensuring compliance with the Education Act 1996 and associated guidance.

For the purposes of this policy, *parent* includes any parent, carer or person with parental responsibility.

2. Aims

The Trust aims to:

- Ensure education provided during school hours is free of charge
- Promote equality of access to educational experiences
- Be transparent, lawful and consistent in charging practices
- Ensure no pupil is disadvantaged because of financial hardship

3. Voluntary Contributions

The Trust may request voluntary contributions to support any activities during or outside school hours, including trips, residential visits and materials where parents wish to own the finished product.

All requests will make clear that:

- Contributions are voluntary
- There is no obligation to contribute
- Pupils will not be treated differently based on contributions
- Activities may be cancelled if insufficient funds are raised

4. Activities for Which Charges Will Not Be Made

No charge will be made for:

- Admission to the school
- Education provided wholly or mainly during school hours
- Curriculum materials, books, instruments and equipment

- Transport provided during school hours to curriculum activities
- Examination entries where the school has prepared the pupil and agreed entry

5. Activities for Which Charges May Be Made

5.1 Education Outside School Hours

Charges may be made where education outside school hours does not form part of the National Curriculum, Religious Education or a public examination syllabus.

5.2 Music Tuition

Charges may be made for individual or small-group instrumental tuition that is not an essential part of the curriculum or examination syllabus, subject to parental agreement.

5.3 Practical Subjects

Voluntary contributions may be requested for materials where parents have indicated in advance a wish to own the finished product.

5.4 Optional Extra Activities

Optional extras are activities that take place wholly or mainly outside school hours and are not part of the curriculum. Charges may include travel, accommodation, entry fees, materials, insurance and staffing costs directly related to the activity. Charges must not exceed the actual cost per pupil and require parental agreement.

5.5 Residential Visits

- Where a residential visit forms part of the curriculum or takes place mainly during school hours, only board and lodging may be charged.
- Charges for board and lodging will not exceed the actual cost.
- Optional residential visits may be charged in full.

5.6 Public Examinations

Parents may be charged for:

- Examination entries where the pupil has not been prepared by the school
- Re-sits where no additional tuition has been provided
- Missed examinations without acceptable medical evidence
- Remarks requested by parents (fees refunded where grades improve)

5.7 Loss or Damage

Parents may be asked to cover the cost of repair or replacement of Trust property damaged or lost due to a pupil's behaviour.

5.8 Lettings and Third-Party Use

Charges may be levied for the use of Trust facilities by external organisations. Charges will fully recover costs and will not be subsidised from educational funding. Appropriate insurance arrangements apply.

5.9 Extended day services

Charges may be levied for extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

6. Remissions of Charges

The Trust may remit charges for board and lodging on residential visits for pupils whose parents are in receipt of:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit (without Working Tax Credit)
- Pension Credit (guaranteed element)
- Support under the Immigration and Asylum Act 1999

Families experiencing financial hardship may apply confidentially for additional support. Decisions on remissions will be made by the Headteacher in consultation with the Trust Finance Team.

7. Refunds and Surpluses

Where income exceeds actual costs, surpluses of £5 or more per pupil will be refunded where practicable. Smaller surpluses may be retained within school or discretionary funds to support access to future activities.

8. Responsibilities and Accountabilities

- **Trust Board:** Approves the policy and receives assurance on compliance
- **Finance & General Purposes Committee:** Oversees implementation
- **Headteachers:** Apply the policy fairly and authorise remissions
- **Trust Finance Team:** Provide advice, monitoring and support

9. Monitoring and Review

This policy will be monitored for consistency and compliance and reviewed every three years, or sooner in response to changes in legislation or statutory guidance.

10. Reporting and Use of Information

Charging, remissions and refunds data may be used in aggregate form by the Trust to monitor equity of access, financial impact and policy effectiveness.