



WATERSIDE ACADEMY

CHARGING POLICY 2025-2026

APPROVED BY GOVERNORS: September 2025

POLICY TO BE REVIEWED: September 2026

1. Aims

Our school 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 when charges will and will not 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.

2. 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.

It's also based on guidance from the DfE on statutory policies for schools.

3. Roles and responsibilities

3.1 The governing board

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

3.2 Head teachers

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

3.3 Staff

Staff are responsible for:

Implementing the charging and remissions policy consistently.

Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

3.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

4. Where charges cannot be made

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology is budgeted for and covered by the school.

Education provided outside school hours if it is part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

- 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

5. Residential visits

A charge may be made for board and lodging for a pupil on a residential visit. Any charges made in respect of individual pupils will not exceed the actual costs of the residential.

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)

6. Transport

- Pupils who live within a 3-mile radius of the Dale Acre campus or the alternative provision provider will be responsible for their own transport to school
- Pupils who live outside a 3mile radius of the Dale Acre campus or the alternative provision provider will be supported with a travel pass funded by school.

We are keen that transport to school is not a barrier to attendance and encourage parents and students to contact staff at Impact to discuss any difficulties.

7. Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may 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

8. Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit, then it may be cancelled.

9. Breakages and Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost text books
- Replacement reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behaviour

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.