



# **Charging Policy**

<b>Document control table</b>			
<b>Document title:</b>		Charging Policy	
<b>Policy Owner:</b>		Ben Waterman, Chief Financial Officer	
<b>Version number:</b>		V6	
<b>Date approved:</b>		22 June 2026	
<b>Approved by:</b>		Finance & Resource Committee of the OGAT Board	
<b>Date of next review:</b>		June 2028	
<b>Queries</b>		Any queries related to this policy should be directed to the policy owner via enquiries@outwood.com	
<b>Accessibility</b>		To request this policy in an alternative format, please contact enquiries@outwood.com	
<b>Document History</b>			
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Note of revisions</b>
V6	April 2026	Ben Waterman	<p>Clarifying that the default position is that parents remain liable for the full trip costs if they cancel or withdraw</p> <p>Music lessons - move these to be a discretionary part of a pupil premium strategy on a school-by-school basis and proactively seek voluntary donations for GCSE and A-Level lessons.</p>

1. Introduction	4
2. Legislation	4
3. Details of Charges	5
3.1 Admissions	5
3.2 Provision of Education	5
3.3 Musical Instrument tuition	5
3.4 Practical subject charge	6
3.5 Visits during the Academy day	6
3.6 Residential Visits	6
3.7 Public Examinations	6
3.8 Optional extra visits	7
3.9 Loss or damage	7
3.10 Nursery and wrap around care	7
3.11 School meals	7
3.12 Loaned equipment, resources and uniform	7
3.13 Fundraising and sponsorship	8
3.14 Lettings of the Trust's buildings	8
3.15 Late payment fees	8
4. Refunding of Charges	8
4.1 Trips and activities	8
4.2 Arrangements for surpluses not refunded	8
5. Remission of Charges	9
6. Provision for review	9

## **1. Introduction**

Legislation restricts the types of activity schools are allowed to charge parents for. Outwood Grange Academies Trust policy applies to charges made to parents/students, for facilities used by private individuals and third party organisations that rent Trust premises (excluding the Outwood Institute of Education facilities, for which separate arrangements apply and can be provided on request).

As a Trust we try:

To make activities accessible to all students regardless of family income:

- To encourage and promote external activities which give added value to the curriculum
- To respond to the wide variations in family income while not placing additional unexpected burdens on an Academy's budget

For the purposes of this document, 'Parent' is taken to include any parent, carer or person with parental responsibility for a student.

## **2. Legislation**

Under the terms of the Education Act 1996, the Outwood Grange Academies Trust must have a policy on charging students to participate in academy activities.

Education provided during academy hours must be free – the definition of education includes materials, equipment and transport provided in academy hours by the Trust to carry students between the academy and an activity. By law, students may not be charged for activities that form part of the normal academy day, but the Trust may invite parents and others from time-to-time to make a voluntary contribution to the Trust's work, to allow us to offer activities or experiences which otherwise might not be possible. This might include a voluntary contribution to activities taking place in academy time, activities which form part of the Curriculum or an examination syllabus, or those which form part of each Academy's religious education curriculum. However, the child of any parent who is unable to contribute will not be prevented from participating in an activity which takes place during academy time if the activity goes ahead.

In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make a contribution
- That students will not be treated differently according to whether or not their parents have contributed to the planned activity

- That if there are insufficient contributions received to cover the cost of including all students who wish to participate, the activity will not go ahead
- Where an activity takes place outside of academy hours and does not form part of the curriculum or examination syllabus, this is classed as an optional extra and parents can be asked to meet the full cost of these activities

### **3. Details of Charges**

#### **3.1 Admissions**

No charge shall be made in respect of admission to the academy unless it is for the purpose of:

- Part time education for persons over compulsory school age
- Full time education for persons over compulsory school age
- Teacher training

#### **3.2 Provision of Education**

No charge shall be made in relation to the education of registered students where education is provided during academy hours. Where education is provided outside of academy hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The Trust may charge individuals who are not registered students of one of its academies for education provided or facilities used by them belonging to the Trust.

#### **3.3 Musical Instrument tuition**

OGAT is committed to providing opportunities for students to experience the learning of a musical instrument.

It is extremely beneficial for students taking GCSE or A Level music to learn to play an instrument. To ensure this is financially viable the school will seek voluntary contributions to subsidise the cost of this provision.

All students, regardless of whether they choose to study this for GCSE or A-Level, are encouraged to learn to play an instrument and the school will endeavour to arrange the relevant lessons with appropriately qualified teachers at competitive rates.

For those lessons that are chargeable, each school will determine whether to arrange individual or group lessons. Payment can be made for the whole year or termly via the school's online payment system. All chargeable lessons will operate on a simple pay to play basis where all lessons must be booked and paid for in advance.

Individual schools may choose to subsidise tuition for one instrument for those students in receipt of Pupil Premium as part of the school's Pupil Premium Strategy. Please note that Free School Meals registration is necessary and parents/carers must meet the eligibility criteria for Free School Meals. This arrangement will be at the Principal's discretion and will be reviewed periodically to ensure that it offers an effective use of these limited funds compared to alternatives.

Legacy subsidy arrangements for any students receiving music tuition in April 2026 will be maintained until the student leaves school or completes their GCSE exam, whichever comes sooner.

Unless agreed as a part of the pupil premium strategy any additional costs associated with musical instrument lessons, or performances, will be met by parents/carers for example rehearsals, grading exams and accompaniment for exams.

### **3.4 Practical subject charge**

Voluntary contributions may be requested to cover the cost of materials and ingredients provided by an academy for practical subjects and/or where parents indicate that they wish to receive the finished articles.

### **3.5 Visits during the Academy day**

A voluntary charge will be made to cover the cost of educational visits and other activities. However, charges will not be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation and/or an alternative that is viable.

### **3.6 Residential Visits**

Where at least half of the time away from home is not normal academy time, where the trip involves an overnight stay or where the work undertaken is not an integral part of the examination course, the trip is classed as optional and parents can be expected to meet the full cost of residential courses in academy time. If the visit is deemed to have taken place during the academy day, or is part of the required curriculum, or is preparation for a public examination, then only the cost of board and lodging will be passed onto parents as a mandatory cost and this cannot exceed the actual cost. As per 3.5, voluntary contributions for the remainder of the cost may be requested and/or cheaper and potentially non residential trips considered if the trip is not financially viable.

Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be aware that the activity may be cancelled if insufficient contributions are received.

### **3.7 Cancellation**

To ensure trip costs remain as low as possible for all participants, parents and carers remain liable for the full cost of a trip once the initial deposit has been paid. If a student withdraws, the school will only reduce this liability if a replacement student is found or if a refund is secured from the trip provider(s). The parent/carer liability for the full cost of a trip also applies if a student is removed from a trip due to poor behavior (either before or during the trip).

At the Principal's sole discretion any cancellation liability may be reduced or waived in exceptional individual circumstances.

### **3.8 Public Examinations**

No charge will be made in respect of the entry of a registered student at an academy for an examination for which the academy agrees the student should be entered. Charges will be applied for the entry of a student for an examination for which they have not been prepared by an academy, or for entry to an examination against the advice of that academy.

Entries for re-sits of examinations where the academy has not provided additional tuition are also subject to charge. Parents seeking to have an examination paper remarked will be required to pay the re-mark fee; however, if the new grade exceeds the original then this fee will be refunded.

Where a student fails to attend for an examination for which they have been entered (unless this is because of ill-health, for which a doctors' note will be required), parents may be expected to meet the cost of the examination entry.

### **3.9 Optional extra visits**

Visits that take place outside the academy day or as part of an extracurricular activity can be charged for, and parents are expected to meet the full cost of the trip.

### **3.10 Loss or damage**

Parents will be expected to meet the cost of repairing or replacing any school property damaged or destroyed by a student, or any fines to be paid by the school as a result of the actions of a student. A charge will also apply for loss or damage of school property (including books or equipment) placed under the care of the student.

### **3.11 Nursery and wrap around care**

Charges will be made for nursery and wrap around care provision and these will be revised periodically to take into account changes in the costs of providing this. Where applicable this charge will be adjusted for any funding received by the school directly. Parents are responsible for paying for this promptly and the school reserves the right to withdraw the service if payments are not received by the stipulated due date(s).

### **3.12 School meals**

Parents are expected to provide sufficient funds to cover the purchase of school meals or a packed lunch. The school would also encourage all eligible parents to apply for Free School Meals. Further details are available on the schools website and the process is managed discreetly. Parents will remain responsible for any and all catering debts incurred by a student and settling this promptly. If this becomes a persistent issue SLT will contact parents to agree appropriate steps to repay any balances and manage the account going forwards.

### **3.13 Loaned equipment, resources and uniform**

Parents will be expected to meet the cost of any equipment, resources or uniform that are loaned to a student but not returned to the school promptly or in appropriate condition (in most cases this will mean the same condition as when it was lent).

### **3.14 Fundraising and sponsorship**

General fundraising and sponsorship from a variety of sources may be used to allow additional activities to take place. Any fundraising activity will make the purpose of the fundraising clear to those who may wish to contribute.

### **3.15 Lettings of the Trust's buildings**

Charges will be levied for the use of the Trust's facilities by private individuals or external organisations at a rate to be determined annually and will be subject to the Trust's letting policy. Facilities will only be let where they are not needed for the purpose of education during that time and under no circumstances will lettings be subsidised from resources provided for the education of students.

### **3.16 Late payment fees**

In order to keep costs as low as possible for all students and parents, charges are determined on the basis that all payments will be made promptly and in full. Therefore the Trust reserves the right to charge late payment fees for any charges not settled promptly. This will consist of a late payment

administration fee of £50 for each payment overdue plus interest calculated daily. The interest fee will be a pro-rata charge of 8 percent per annum plus the current Bank Rate set by the Bank of England.

#### **4. Refunding of Charges**

##### **4.1 Trips and activities**

Charges and contributions are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the Academy will refund any surplus of £5 or more per student who contributed to the activity. Any amount below this will be transferred to the Discretionary Grants fund.

##### **4.2 Arrangements for surpluses not refunded**

Any surpluses not refunded will be transferred to the Discretionary Grants fund and used to support access to optional activities for those pupils whose families are experiencing financial hardship.

#### **5. Remission of Charges**

The Trust believes that all students should have the opportunity to gain fully from the experiences the Trust has to offer and recognises the real and persistent difficulties faced by families on low incomes in meeting the cost of educational activities for their children.

Parents who find themselves in financial difficulties and who have students at one of our academies in receipt of Free School Meals may apply in confidence to that Academy for financial support with optional activities. Remission of charges in part or in full will be authorised by the Principal in discussion with the Finance Department.

#### **6. Provision for review**

This policy will be reviewed biennially by the Trust and will be adjusted in accordance with any subsequent guidance issued by DfE.