

Charging and remissions policy



Reviewed:	September	2026
Next review date:	September	2027

Southfields Academy

CHARGING AND REMISSIONS POLICY

Education wholly or mainly provided within school hours will be provided free of charge. However, there are circumstances in which a charge may be made, in particular for any residential costs relating to school trips, see further below.

Education Visits and School Journeys (all schools)

Parents may be asked for a voluntary contribution to cover the costs of day visits for individual classes, for example, museum entrance fees etc. No child will be prevented from participating in a day trip on the grounds that their parents are unwilling or unable to make a contribution. However, if insufficient parents are able to contribute to the costs of the visit, the visit may have to be cancelled.

A charge will be made for the cost of board and lodging and transport during residential school trips. This cost will not exceed the actual cost of the provision. Where the trip takes place outside of school hours but it is necessary as part of the National Curriculum or forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, the charges will be subsidised or remitted for students whose parents/carers have been entitled to targeted free school meals in the last six years.

Where the trip is not strictly necessary as part of the National Curriculum and does not form part of the syllabus for a prescribed examination, the above remissions do not apply and all parents will be charged for their child's participation.

Public Examinations

No charges may be made for entering students for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list but the student was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the student to take it;
- a student fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

A charge will be made for re-marks, where the school does not believe it is in the students' best interest to request a re-mark. This will be refunded in the event that the re-mark results in an increase in grade.

School Uniform (all schools)

School uniform is purchased by parents directly from the school uniform provider. The school has limited second hand uniform that it can loan to students.

School Meals (all schools)

Students in Years 7 – 13 will be charged at published rates for standard meal packages and for individual items. Where students are entitled to free school meals, costs of up to the standard meal package will be met by the schools.

Damage/Loss of Equipment (All schools)

A charge may be made where a student damages or loses a piece of school equipment (including text books, ID cards, and library fines) or causes damage to the school site, including vandalism, graffiti, broken windows, etc. Where a charge is made, the Principal/Headteacher has discretion on the level of charge which may be the full cost of replacement or repair or a contribution towards replacement or repair.

Ingredients/materials

A minimal charge may be made e.g. to cover basic ingredients or materials used in the ADT subjects, and for equipment such as scientific calculators in mathematics. Parents can pay for these items via MCAS.

Sixth Form Text Books

Students are required to pay for their own texts, from a list to be provided by departments. Students are able to source books themselves if they wish, and in some cases (e.g. English), this will often provide the easiest and most cost effective approach. Where it is not, the school will purchase texts and parents can pay for these via MCAS.

Students can use their Bursary grants for the purchase.

Lettings (all schools)

Charges will be made for the hire of school premises. Decisions on the level of charge is delegated to the Chief Executive who in turn delegates this on to Headteachers, operating within a framework of maximum allowable charges.