



The Park Federation Academy Trust

Hannah Ball Academy

Charging & Remission Policy 2025-2026

Version History Approval

Version	Date	Status and Purpose	Changes overview
1	25 th June 2025	Draft for comment	Provided by the Key and approved by Forbes Solicitors
2	4th September 2025	Final	

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled.
Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right-hand margin.

To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

Contents

1.Introduction	4
2.Charges	4
3.Specific Activities	5
4.Remissions	6
5.Review and Responsibility	6

Hannah Ball Academy

Charging and Remissions Policy

Section 1: Introduction

The Park Federation Academy Trust sets out this policy to clarify when an academy may charge parents or carers for activities undertaken by pupils and under what circumstances charges may be remitted. This policy aims to ensure transparency, fairness, and compliance with statutory requirements.

Section 2: Charges

2.1 Free Education

Education provided by the Trust is free of charge if it takes place wholly or mainly during school hours. This includes the National Curriculum, examination entries, and statutory religious education.

2.2 Limited Places and Selection

If the number of places for a particular activity is limited, the Principal, The Academy Council or Board of Directors reserves the right to decide which pupils may participate. This decision will be made without reference to parents' willingness or ability to make voluntary contributions.

2.3 Optional Extras

Activities that take place mainly outside normal school hours are considered "optional extras." The Academy Council and Board of Directors reserve the right to charge parents to cover the full cost of these activities, including materials, travel, staff costs, and other expenses.

2.4 Activities During and Partly Outside School Hours

When an activity occurs both during and outside school hours, charges may be applied in line with statutory guidance, ensuring no pupil is excluded due to inability or unwillingness to pay.

Section 3: Specific Activities

3.1 Day Visits and Visitors

- Whole-class visits designed to enrich the curriculum may require voluntary contributions.
- If insufficient voluntary contributions are received, the visit may be cancelled.
- No pupil will be excluded from the visit due to non-payment.

3.2 Residential Visits

- Parents may be charged for travel, board, and lodging costs as these involve overnight stays.
- Voluntary contributions may be requested for other costs such as materials, entrance fees, and insurance.
- Insufficient voluntary contributions may lead to cancellation of the visit.
- For visits wholly outside normal school hours (e.g., holidays), full charges will apply.

3.3 Cooking and Craft

- Charges may be made for materials or ingredients used in cooking or craft activities.

3.4 Music Tuition

- Charges may be applied for extra musical tuition beyond normal school provision or LEA-funded activities.

3.5 Damage to Property

- Parents may be asked to contribute to the cost of repairs or replacement of property damaged or lost due to a pupil's inappropriate behaviour.

Section 4: Remissions

The Academy Council or Board of Directors may provide financial support for pupils in difficult family circumstances or hardship to enable them to:

- Attend day or residential school visits.
- Receive additional music or sports tuition.
- Pay for cooking and craft materials.
- Attend before and after school clubs, including breakfast club.

Parents wishing to apply for remissions should submit a written request to the Principal or Head of School. The Principal will present the case to the Academy Council or Board of Directors within 10 working days for consideration.

Section 5: Review and Responsibility

The Academy Council and Board of Directors are responsible for regularly reviewing this policy to ensure it remains compliant with statutory guidance and reflects best practice. Any updates will be communicated to parents and carers promptly.