The Olympus Academy Trust
Charging and Remissions Policy

Document Summary

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Appendices:	Three Appendix 1 – Charges for Other Items Appendix 2 - Summary of Charges and Support Available Appendix 3 -Abbeywood Phone Pouches
On Trust Website?	Yes
On School Websites?	Yes

Amendment History

Version	Amendment Date	Author	Amendment Summary
v8	March 2016	Head of Business Operations	• Approved by Finance & Risk Committee • Approved by Board of Trustees
v9	June 2017	Head of Business Operations	• Approved by Finance & Risk Committee • Approved by Board of Trustees
v10	June 2018	Head of Business Operations	• Approved by Finance & Risk Committee • Approved by Board of Trustees
v11	June 2019	Head of Business Operations	• Approved by Finance & Risk Committee • Approved by Board of Trustees

v12	July 2020	Head of Business Operations	• Annual Review. • No Amendments. • Approved by Finance & Risk Committee.
v12.1	31st March 2021	Head of Business Operations	• New Trust document version system implemented. • Appendix A - Addition of 'Replacement lanyard charge' for Winterbourne Academy
v12.1	1st April 2021		• Approved by the Board of Trustees
v13.0	1st April 2021		• Policy Issued
v14.0			• Change eligibility of support for Duke of Edinburgh trips. Update charged items in appendices
v15.0	27th January 2023	Financial Controller	• Annual Review
V16.0	4th August 2025	Head of Business Operations	• Total rewrite in line with DfE guidelines
V17.0	October 2026	Director of Finance	• Rewrite in line with updated FSM reclassification

1. Purpose of the Policy

1.1 The Board of Trustees (Board) of the Olympus Academy Trust (Trust) recognises the valuable contribution that school and extra-curricular activities, including clubs, theatre groups, educational visits and residential experiences make for our learners.

1.2 The Board aims to promote and provide such activities as part of a broad and balanced curriculum for all learners along with additional extra-curricular activities.

2. Consultation Process

2.1 The policy was developed in consultation with staff from all schools and the Finance and Resources Committee.

3. Relationship to Other Policies

3.1 Financial Regulations Manual
Educational Visits Policy
Bursary Policy
Lettings Policy
Freedom of Information Publication Policy

4. Voluntary Contributions and Charges

4.1 Admissions

The school does not make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part of its admissions process.

4.2 Education provided during school hours

Subject to the limited exceptions outlined in this policy, the school does not charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

4.3 Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of religious education.

4.4 School Meals

4.4.1 The school does not charge for school meals where the learner is eligible for either targeted or expanded free school meals or universal infant free school meals.

4.4.2 Learners who are not entitled to free school meals will be charged.

4.5 Prescribed public examinations

4.5.1 The school **does not** charge for entry for a prescribed public examination if the learner has been prepared for it by the school.

4.5.2 However, if a learner fails, without good reason, to meet any examination requirement for a syllabus, the school may seek to recover the fee from the learner's parent/carer.

4.5.3 Where a learner has not been prepared for an examination by the school, the school will make a charge for the cost of entering the learner for the examination. Learners wanting to take an examination in a language not taught in school should contact the school as the school may agree to meet the cost of the examination

4.5.4 If a learner fails without good reason to complete the examination requirements for any examination for which the school has paid (or is liable to pay) an entry fee, then the school will recover the fee from the parent(s)/carer(s).

4.5.5 Where a parent/carer requests that a learner re-sits an examination the parent/carer will be required to pay the appropriate re-sit fees. Where the school requests a learner to re-sit an examination, the school will bear the cost of the re-sit fee.

4.5.6 External candidates will normally be required to pay an administration fee to the school in addition to any fees due to an Examination Board. This fee will be £30 per subject.

4.5.7 Where a learner is eligible for the bursary grant the school will offer support of 50% towards the cost of any re-sits.

4.6 Materials, books, instruments or equipment

4.6.1 The school may charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

4.6.2 Such charges will not exceed the cost of the item and the parent/carer will be made aware at the outset that a charge will be made and the amount.

4.7 Music, instrumental or vocal tuition

4.7.1 The school may charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the learner's parent/carer. This applies to individual and group tuition.

4.7.2 The charges will not exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

4.7.3 No charge will be made if the tuition is:

- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the learner is being prepared by the school

4.8 Breakfast Club and After School Clubs

The school **does charge** for Breakfast Clubs and After School Clubs held on the school premises and the school may offer support towards the cost of these clubs if a child is eligible under Section 5.

4.9 Transport

The school **does not** charge for:

- transporting learners to or from the school's premises where the local authority has a statutory obligation to provide transport
- transporting learners to other premises where the school or local authority has arranged for learners to be educated
- transport that enables a learner to meet an examination requirement when they have been prepared for that examination by the school
- transport provided in connection with an educational visit that is not an optional extra

4.10 Residential Visits

4.10.1 The school **does not** charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the learner is being prepared for by the school or is part of religious education
- supply teachers to cover for those teachers who are accompanying learners on a residential visit

4.10.2 The school will charge for board and lodging relating to residential visits (see section 4.11).

4.11 Optional Extras

4.11.1The school **does** charge for 'optional extras'.

4.11.2 Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided. The Trust agrees that parents should be asked to pay 100% towards the cost of these activities.

4.11.3 Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the learner is being prepared for by the school or part of religious education
- other transport (outside of that outlined in section 4.9)
- board and lodging for a learner on a residential visit

4.11.4 In calculating the cost of an optional extra an amount will be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- the cost of transport and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra

4.11.5 Any charge for an optional extra will not exceed the actual cost of providing the optional extra, divided equally by the number of learners participating. It will not include an element of subsidy for any other learners wishing to participate in the activity whose parent/carer is unable to pay the full charge.

4.12 Voluntary Contributions

4.12.1 The school may ask parents/carers for voluntary contributions for the benefit of the school or any of its activities.

4.12.2 Where it is intended that an activity is to be funded by voluntary contributions, the Headteacher will ensure that the parent/carer is made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity, and the school is unable to fund it from some other source, then the activity will be cancelled

4.12.3 No learner will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Learners whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

4.13 Refunds

Should a visit/activity be cancelled by the school then contributions made by a parent/carer will be refunded in full if the money is held by the school. If a trip is cancelled but the funds have already been paid to a travel company, then contributions made by the parent/carer will be refunded only if the money is refunded to the school or is claimed back via the insurer. The school is a member of the Risk Protection Arrangement and terms of the cover can be found at:

https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools#what-rpa-covers

4.13.12 In the event that a parent/carer no longer wishes their child to participate in an activity or a learner is unable to attend a day trip due to illness the parent/carer can request a refund. Where a deposit/advance payment has been paid, the school will only make a refund for the costs not incurred by the school. Some deposits will be non-refundable, and this will be made clear at the outset. It is unlikely that the cost of transport or any pre-paid tickets/entrance fees can be refunded.

4.13.2 If a learner is unable to attend a residential visit because of ill health or an accident and the school is unable to obtain a refund from the travel company then a letter will be required from their doctor with details of the illness/accident to make a claim through the relevant insurance policy.

4.13.3 The school reserves the right to withdraw learners from any visit/event/activity if they have shown themselves unable to co-operate in class or they have a poor record of behaviour. Under these circumstances the cost of any payments already made will not be refunded.

4.13.4 All refunds need to be claimed within six months of the date of cancellation.

4.13.5 The school holds funds on behalf of third parties such as catering refunds. All catering refunds need to be claimed within six months of the date that learner/student was removed from the school roll.

4.14 Damage to Property

Learners are expected to treat all school property with care and respect.

4.14.1 Where the school's property has been wilfully or recklessly damaged by a learner or parent/carer, the school may charge those responsible for the economic cost of repairing, making good or purchasing a replacement.

4.14.2 Where property belonging to a third party has been damaged by a learner, and the school has been charged, the school may charge those responsible for some or all of the cost.

4.15 Outside

The Trust may permit outside organisations to charge parents when such an organisation is acting independently of the school.

4.16 Lettings

The Finance and Resources Committee will review lettings charges on an annual basis. Hirers will be advised of charges prior to commencement of their letting period.

4.17 Freedom of Information Requests

The Trust reserves the right to make charges for some freedom of information requests. Many of the Trust's policies are available free of charge on the schools' and Trust's websites:

www.olympustrust.co.uk
www.abbeywoodschool.com
www.bradleystokecs.org.uk
www.callicroftprimary.org.uk
www.charboroughroadprimary.org.uk

www.filtonhillprimary.co.uk
www.lydegreencs.org.uk
www.meadowbrookprimary.co.uk
www.patchwaycs.org.uk
www.stokelodgeschool.co.uk
www.winterbourneacademy.org.uk

4.18 General

The Trust may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy precludes the Trust from inviting parent(s)/carer(s) to make a voluntary contribution towards the cost of providing education for learners.

4.18.1 Where a learner owes money for a school-run breakfast or an after school club or for a previous activity, the school has agreed that funds provided by parent(s)/carer(s) to support any future educational visits etc. will have to be used to clear the monies owing. A further request will then be made to parent(s)/carer(s) to cover the cost of the future activity.

4.18.2 Any school leavers including Year 6, Year 11 and 13 learners will be required to return all school resources and pay all outstanding monies before leaving. The Trust reserves the right to charge for materials and resources not returned.

5 Remissions

Parents/carers who can prove they are in receipt of the following benefits may be eligible for targeted free school meals (FSM) and be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
-
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
-
- Income related employment and support allowance
- Families with no recourse to public funds (NRPF)
- Universal Credit

The Bursary Policy applies to learners in Post 16 (Years 12 and 13).

Please see Appendix 2 for a summary of the financial support available. Families who do not meet the above criteria and who would like to apply for some financial support towards the cost of school-related activities should contact the Headteacher of the relevant school who will consider the request on a case-by-case basis.

6. Monitoring & Review

The Trust will review this policy every two years, assess its implementation and effectiveness by reviewing all financial support provided under this policy and recommend any opportunities for change to enhance existing practice.

7. Diversity, Equity and Inclusion Statement

We are committed to fostering a diverse, equitable, and inclusive environment where every individual is valued and respected. Our policies reflect our dedication to creating a workplace that embraces differences and promotes fairness. We believe that diversity enriches our organisation and drives innovation, and we strive to ensure that all employees have equal opportunities to succeed and thrive.

APPENDIX 1

CHARGES FOR OTHER ITEMS

Charges will be made for the following items, please contact the individual school for the prices:

Bradley Stoke Community School

Locker rental
Locker key deposit
Replacement locker key
Replacement lanyard

Patchway Community School
Locker Rental
Locker Key Deposit
Replacement Locker Key

Please note that the charges for replacement items may differ from school to school based on costs incurred and charges may be varied should costs to the school change.

APPENDIX 2 - SUMMARY OF SUPPORT AVAILABLE

Reception to Year 6	
Receiving Targeted Free School Meals (FSM), households in receipt of Universal Credit and household income less than £7,400 per year	
School Camp	100% support
2 of each essential school uniform item per academic year	100% support
Music Lessons	£50 per 10-week block of lessons
Year 7 – Year 11	
Receiving Targeted Free School Meals (FSM), households in receipt of Universal Credit and household income less than £7,400 per year	
Residential and Day Visits	100% support for ONE UK residential visit per academic year (10% holding deposit required) OR 50% support for ONE Non-UK residential visit per academic year OR 100% for a maximum of 3 x days visits during the year (if not undertaking a residential visit)
Duke of Edinburgh trips	100% support
2 of each essential school uniform item per academic year	50% support
Music Lessons	£25 per 10-week block of lessons
Other charges: BTEC/GCSE Course Materials	100% support
Appendix 1 items	2 replacement items in total free of charge per academic year

For those households in receipt of Expanded Free School Meals experiencing financial hardship, please contact the Finance Manager or Headteacher at your child's school.

APPENDIX 3 - Abbeywood Community School Lockable Phone Pouches

Abbeywood Community School (ACS) implemented a mobile phone-free policy for learners in Years 7 to 11 from January 2026.

Please see: Abbeywood School - Phone Free School

This has been facilitated using Yondr lockable phone pouches, a system adopted by many local schools with positive results.

To support this initiative, parents and carers are requested to purchase a mobile phone pouch via the ACS Arbor School Shop.

This pouch will be used throughout the learner's time at ACS.

If a replacement pouch is required, due to the pouch being lost or damaged, this can also be purchased via the ACS Arbor School Shop.

For families of learners receiving Targeted Free School Meals whose household is receiving Universal Credit and whose household income is less than £7,400 per year, pouches will be provided to the learner free of charge. Please request this via the ACS Arbor School Shop.

For other families who may require financial assistance, please request a hardship funding application form by emailing finance@abbeywoodschool.com

Alternatively, parents/carers can choose not to purchase a mobile phone pouch for their child. Learners who do not have a lockable phone pouch will not be permitted to bring a mobile phone onto the school premises.