



EDUCATION MY LIFE MATTERS

Charges and Remission Policy

Approved by:	Independent Executive Board	Date: September 2025
Last reviewed on:	Autumn 2025	
Next review due by:	Autumn 2026	

Introduction:

EMLM recognises the value of providing a wide range of experiences to enrich and extend our learners' learning and to contribute to their personal development. We believe that all our learners should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

Aims:

EMLM aims to:

- Promote and provide such experiences for our learners, both as part of a broad and balanced curriculum and as additional activities
- 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

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. Academies are required to comply with this Act through their funding agreements.

Charges will be made for:

- EMLM is an independent fee-paying school. Fees cover the cost of tuition as well as lunches, books and stationery. Fees are based upon the needs of the learners, and these are banded according to risk factors, support required and liaison is held with external providers
- Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided a charge may be made for providing materials, books, instruments or equipment as follows:
 - Education Materials used in practical subjects and project assignments provided parents/carers have agreed in advance that they or the learner wish to keep the finished product e.g. ingredients or materials.
 - Examination Fees An examination that is independent of the EMLM, but the school arranges for the learner to take it
- Breakages and Losses
 - The loss of a classroom or school library book can be charged for. The current rate is the actual cost of the book or if the cost is unknown, £5. Parents/carers will also be asked to pay for damage to school property or equipment where this is the result of a learners' misbehaviour
 - Parents/Carers will be required to pay for any damages which may be occasioned solely through the misconduct, recklessness or carelessness of their child to the School, person or property of any other parties.

- Opportunities arise from time to time for our learners to have arts or sports activities led by specialised professionals. To take advantage of these new experiences, the actual cost per session will be calculated and families consulted.

No charges will be made for:

- Admission applications
- Activities that are part of the entitlement to curriculum at EMLM or are part of a prescribed examination syllabus, or part of Religious education. The 'entitlement curriculum' is the learning activities and experiences that EMLM will make available to all or any learner during school hours
- The supply of any materials, books and instruments or other equipment that are a requirement of the entitlement curriculum
- Transport that enables a learner to meet an examination requirement when he/she has been prepared for that examination at EMLM
- Transport provided in connection with an educational visit, which is part of the entitlement curriculum
- Music tuition -where learners are learning to play musical instruments as part of a syllabus for a prescribed public examination that the learner is being prepared for by the school
- Examination fees – entry for a prescribed public examination if the learner has been prepared for it at EMLM -e.g. Functional skills

Remissions

To ensure that access to activities reflects intentions, EMLM will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all learners gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

There may be cases of family hardship which make it difficult for learners to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Proprietor and the Governing Body will invite parents/carers to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head of School in consultation with the Proprietor.

Roles and Responsibilities

The Proprietor has overall responsibility for approving the charging and remissions policy.

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

Monitoring and review:

This policy will be reviewed annually and will be approved by the governing body.