



Three Towers
An Alternative Provision Academy
Expanding Horizons

Charging & Remissions Policy

(relating to Parents /Carers)

Adopted: September 2026

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Statutory: Yes

Required on website: Yes

THREE TOWERS



Policy Document Version Control

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THREE TOWERS

'Expanding Horizons'

This policy deals with charges to parents / carers. Charges for places commissioned by schools and/or local authorities are dealt with in the commissioning contracts and service level agreements.

1 Aims

Three Towers aims to:

- 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 learners from taking full advantage of these opportunities.

2 Legislation and Guidance

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.

This policy complies with our funding agreement and articles of association.

3 Definitions

- **Charge** - a fee payable for specifically defined activities.
- **Remission** – the cancellation of a charge which would normally be payable.

4 Roles and Responsibilities

4.1 The Trustees of The Rowan Learning Trust (RLT) have overall responsibility for approving and monitoring the implementation of the Charging and Remissions Policy, but can delegate this to a local governing committee, an individual governor or the headteacher. Responsibility for monitoring the implementation of this policy has been delegated to the Local Governing Committee (LGC).

4.2 The Headteacher is responsible for ensuring staff are familiar with this policy and that it is being applied consistently.

4.3 Staff are responsible for:

- implementing this policy consistently;
- notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies;
- engaging with the training in relation to this policy and its implementation.

4.4 Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding this policy.

5 What we cannot charge for

We **cannot** charge parents / carers for:

- admission to Three Towers;
- any activity, including educational visits, undertaken during school hours as part of the curriculum including the supply of any materials, books or other equipment;

- any educational activity, including educational visits, provided outside school hours if it is part of
 - the school curriculum;
 - a syllabus for a prescribed public examination that the learner is being prepared for by/at Three Towers;
 - religious education.
- entry for prescribed public examinations if the learner has been prepared for it by/at Three Towers;
- examination resit(s) if the learner is being prepared for the resit(s) at school;
- transporting registered learners
 - to/from school where the local authority (LA) has a statutory duty to provide transport;
 - to/from other premises where the LGC or LA has arranged for a learner to be educated;
 - to meet an examination requirement if the learner has been prepared for the examination by/at Three Towers
 - in connection with an educational visit.
- supply staff covering for teaching staff who are absent from school accompanying learners on a residential trip.

6 Where charges can be made

Three Towers can charge for:

- any materials, books, instruments or equipment, where the learner's parent/carer wishes them to own them;
- school meals for those learners not entitled to free school meals;
- community facilities;
- examination re-sit(s) if the learner is being prepared for the re-sit(s) by/at the school **and** the learner fails without good reason, to meet any examination requirement for a syllabus or fails to attend any part of the examination;
- residential visits – we can charge for board and lodgings on residential visits, but the charge must not exceed the actual cost.
- optional extras provided with parental agreement in advance, including
 - any education, including materials, books, instruments or equipment, provided outside school hours that is **not** part of
 - the school curriculum;
 - a syllabus for a prescribed public examination that the learner is being prepared for by/at Three Towers;
 - religious education.
 - examination entry fees if the registered learner has **not** been prepared for the examination(s) by/at Three Towers;
 - transport;
 - board and lodging for a learner on a residential visit;

- extended day services offered to learners e.g. breakfast or after-school clubs.

7 Voluntary Contributions

As an exception to the requirements set out in Section 5 of this policy, Three Towers can ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

- residential trips;
- theatre trips;
- offsite adventure trips.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

8 Three Towers Approach to Sections 6 and 7 of this Policy

The Local Governing Committee has decided the following in relation to things we can charge for.

8.1 School Meals

There is **no charge** for school meals for any learner attending Three Towers.

8.2 School Trips / Visits & Activities during school time

When organising activities, trips or visits which *enrich* the educational experience and “expand horizons” for our learners, we **do not** ask for any contribution from parents/carers. The following is a list of additional activities sometimes organised by the school. This list is not exhaustive:

- visits to museums;
- sporting activities – sometimes involving transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

8.3 Residential Trips

If we organise a UK residential trip in school time or mainly school time, which is to provide education directly related to the curriculum, we **do not** ask for any contribution from parents/carers. There are no plans to offer overseas residential visits, if this changes then this policy will be reviewed to take account of this.

8.4. Out of School clubs & activities

We currently do not offer any out of school clubs or activities.

8.5 Examinations

Where a learner has *deliberately missed* an external examination, we **may charge** parents/carers the examinations fees for the missed exam. The headteacher will determine whether or not these charges will be made depending on the situation/circumstance.

9 Loss of or Deliberate damage to school property/buildings

Where a learner or parent has deliberately damaged school property, we **will** charge those responsible for part or all the cost of repair/replacement. This includes ICT equipment loaned to learners to access remote/online provision.

Where property belonging to a third party has been damaged by a learner, and we have been charged, we **may** charge part or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and will be dependent on the situation/circumstance.

10 Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6, 8 and 9 of this policy. This will be at the discretion of the headteacher and will depend on the activity in question. As we do not make any charges for any activities, there are no grounds for remission.

11 Monitoring Arrangements

This policy will be reviewed by headteacher annually. At every review, the policy will be approved by the RLT Board of Trustees and shared the Local Governing Committee.

UNICEF - UNCRC

The UN Convention of the Rights of the Child sets out human rights of every person under 18 and applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2). Articles directly relating to this policy are:

2 (Non-discrimination)	29 (Goals of education)
28 (Right to education)	31 (Leisure, play and culture)