



King's Cross Academy

Charging and Remissions Policy

Ratification and Monitoring

Ratified date:	July 2026
Review date:	July 2027
Website?	YES
Policy drive?	YES
Master Policy S/S	YES

Approval

Headteacher	Stephen Mitchell	10th June 2026
Chair of Finance Committee	Martin MacQuarrie	10th June 2026

Internal Monitoring

Angela Scheffer	Chief Financial Officer	10th June 2026
-----------------	-------------------------	----------------

Introduction

King's Cross Academy is committed to providing equality of access for all of our pupils regardless of background.

Background

Through its funding agreement, the Academy is required to comply with the law (Sections 449- 462 of the Education Act 1996) on charging for school activities.

Governing bodies, subject to some limited exceptions, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment and for activities which are part of the curriculum.

The Academy is allowed to ask for voluntary contributions but no child may be excluded from an activity if such a contribution is not forthcoming.

The Academy must ensure that it informs parents on low incomes and in receipt of the benefits of the support available to them when being asked for contributions towards the cost of school visits.

Roles and responsibilities

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

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

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Exemptions

The parents who can prove they are in receipt of any of the following benefits will be exempt from paying school meals and the cost of board and lodging:

- Universal Credit if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get);
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed £16,190;
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- the guarantee element of State Pension Credit;

Notes

This policy does not apply to charges made and determined by other organisations offering activities and services on the Academy site.

The following table is a summary of key areas covered by charges and remission for pupils:

1.	Admissions	No charge will be made for admission
2.	School Meals	No charge will be made for pupils entitled to free school meals or pupils under the Universal Infants Free School Meals Government Policy. We are unable to accept payment by childcare voucher or government free tax-credits.
3.	Afternoon nursery	The charge for nursery children has been agreed by governors as the standard Camden charge.
4.	Activities for pupils that take place during school hours (non-residential). ('School hours' are those when school is actually in session and do not include breakfast club: Rise and Shine, the break in the middle of the school day)	Parents will be informed of the cost of any school trip and will be invited to contribute towards the cost. Contributions are not obligatory. Charges will be made for extended hours' provision such as rise and shine breakfast, after school co-curricular activities and after school extended school club, holiday clubs. These charges are communicated to parents. Clubs run by third parties will charge parents separately.
5.	Activities for pupils that take place outside school hours (non-residential)	Parents will be informed of the cost of any school trip outside of school hours and will be invited to contribute towards the cost. Contributions are not obligatory.

6.	Optional Extras	We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating. Costs we can legally recover are as follows: a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) transport to an activity outside school hours
7	Activities that take place partly during school hours either on or off site (non-residential).	If the majority of the time spent on a non- residential activity is outside school hours, we treat the activity as if it happens fully outside school hours, <i>and will apply the same criteria to charging as set out in section 5.</i>

8.	Residentials	Activities on residential Parents will be informed of the cost of the residential trip and will be invited to contribute towards this cost. Those pupils eligible for FSM funding will receive a subsidy.
9.	Music tuition within school hours	No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.). We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be in line with those charged by LB Camden and may vary depending on size of group, length of lesson and type of instrument. Where we make a charge for instrumental and vocal tuition within school hours we will maintain a bursary fund which parents of pupils on free school meals as defined above may apply for in order to ensure specialist music tuition is accessible and affordable for all children. We will charge for musical instruments purchased or on hire by parents for pupils use.
10.	Childcare	We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed by the Finance Committee , and in accordance with any requirements set by the local authority where it is subsidising the provision.
11.	Damage to property and breakages	We may seek to recover some or all of the costs incurred due to damage or breakage of Academy property. This will be determined by the Headteacher. Charges will be made for lost or damaged library books and home learning resources. We may seek to recover some or all of the costs incurred due to damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the headteacher

12.	Remissions and concessions	We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible. We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly and applied consistently across the Academy.
13	References for Independent and Fee-Paying Secondary Schools	The Academy provides references for secondary school applications to state-funded schools free of charge as part of its normal educational responsibilities. Where a parent/carer requests a reference, supporting statement, completion of an application form, scholarship reference, or other written documentation in support of an application to an independent or fee-paying secondary school, the Academy will charge an administrative fee of £30 per application. This charge reflects the staff time required to prepare, review and submit references and supporting documentation. Payment must be received before the reference is completed. The Headteacher reserves the right to waive this charge in exceptional circumstances.
14.	Voluntary contributions	We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.
15.	Lettings / Hire of Academy premises	There is a separate lettings policy.

Closure due to COVID-19 or other infectious diseases: In the event of a government advised closure we will credit the pupils' accounts with the charges for services which they are unable to access, and in the event of a refund we will deduct any bank charges incurred for processing these refunds. Refunds for services paid for by childcare vouchers can only be refunded back to the childcare voucher company or to the Government for Government tax-free payments.

Refunds will be offered for school lunches where a child is not present at school, if this has been paid for directly by the parent / carer.

Refunds will not be made for extended school services if the pupil is unable to attend.