



## **Charging and Remissions Policy**

<b>Date reviewed:</b>	<b>September 2025</b>	
<b>Approved by:</b>	<b>Board</b>	<b>December 2025</b>
<b>Next review due by:</b>	<b>September 2026</b>	

***For Office Use Only:***

Policy Version: 2.1

To make changes to this policy, please email [admin@lincolnshiregateway.co.uk](mailto:admin@lincolnshiregateway.co.uk).

In this policy the word 'Academy' refers to each constituent academy within the Lincolnshire Gateway Academy Trust. The term 'student' refers to a learner of any age who attends any of the constituent academies in the Trust.

The Board recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education.

The Board aims to promote and provide such activities, both as part of a broad and balanced curriculum for the students of the constituent academies, and as additional optional activities.

## **Charges**

The Board reserves the right to make a charge in the following circumstances for activities organised by academies:

### **Activities during Academy Hours**

Transportation costs for any additional activities, eg trips.

The board and lodging element of any residential additional activities.

### **Activities outside Academy Hours**

The full cost to each student of activities deemed to be optional extras, including all travel expenses and board and lodging.

## **Examination Fees**

In the case of secondary phase academies, where a student has not been prepared for a prescribed public examination by the Academy, the Board may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examinations whether or not prepared by the Academy. Charges will be levied for all resit examinations taken at the request of the student or parents.

If a student fails without good reason to complete the examination requirements for any public examination for which the Academy has paid (or is liable to pay) an entry fee, then the Board may recover the fee from the parent.

## **General**

The Board may from time to time amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Board from inviting parents to make a voluntary contribution towards the cost of providing education beyond that defined by the statutory curriculum.

## **Remissions**

In certain circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Academy may invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Principal, subject to budget capacity.