

Bradford Forster Academy
Charging and Remissions Policy
2025-2026

Bradford Forster Academy strives to provide inspirational education for all students irrespective of their background or experience. Through exposure to outstanding teaching, the expectation of exemplary behaviour, and a consistent focus on building resilience, we aim to prepare all students with the skills and characteristics required to thrive personally, professionally and within society.

We strive to reflect our academy Christian values of respect, growth, and community whilst following our strapline of '**Everything is possible for one who believes**' Mark 9:23.



Purpose and Background

Bradford Forster Academy wishes to make a broad range of activities accessible to as many students as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the academy's budget. It also defines other circumstances when the academy may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

The policy is written to comply with the relevant terms of:

- The Education Act 1996;
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; and
- The Education (Prescribed Public Examinations) (England) Regulations 2010.

It also references the 'Charging for School Activities' guidance produced by the Department for Education.

Bradford Forster Academy will not charge for:

- Admissions Applications
- Education that takes place during Academy hours
- Activities relating specifically to the Academy Curriculum
- Transport costs during Academy hours (but see 'Voluntary Contributions')
- Activities or visits taking place wholly or mainly during Academy hours (i.e., at least 50% during Academy time)
- Education provided outside of academy hours which relates to:
 - A syllabus for prescribed examinations,
 - The implementation of the National Curriculum, - Religious Education
 - Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination, if the pupil has been prepared for it at the academy
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the academy

Bradford Forster Academy may charge for:

- Materials and equipment – any ingredients, materials, books, instruments, or equipment, where the child's parent wish to own them
- Optional extra activities which take place wholly or mainly outside Academy
- Wilful damage to academy property, equipment, or furniture
- Lost or damaged library, text, or exercise books

Voluntary Contributions

These may be requested for any activity, whether during or outside academy hours, residential or non-residential. There is no restriction placed on the use which can be made of such contributions. There will be no obligation to contribute, and students will not be treated differently according to whether or not their parents have contributed.

An activity or visit may be cancelled if insufficient voluntary contributions are received.

CHARGEABLE ACTIVITIES

Material and Equipment

Should a parent wish to own the books or equipment, such as revision guides, textbooks and musical instruments, these items will be chargeable.

Optional Extras

Charges may be made for some activities that are known as "optional extras".

Optional extras are:

- education or activities provided outside of the academy day and that are not
 - part of the academy curriculum;
 - part of a syllabus for prescribed examination that the pupil is being prepared for at the academy; or
 - part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit, but the charge will not exceed the actual cost;
- extended day services offered to pupils (for example breakfast club, after-school clubs, supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- associate/supervisory staff;

- teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

No charge will be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

Board and Lodging

Where a school activity requires students to spend nights away from home, the school may make a charge for board and lodging.

Damage to Trust Property

Parents will be expected to meet the cost of repairing or replacing any Trust property damaged or destroyed by a student, or any fines to be paid by the Trust as a result of the actions of a student.

Lost Books

A charge will also apply for loss or damage of Trust books placed under the care of the student.

REMISSIONS

Criteria for Exceptions

No charge will be made for board and lodging for those students in receipt of free school meals.

Charges for other 'chargeable activities' may also be fully or partly remitted. Please see the Hardship Policy for further details. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Lettings

Hire of the Academy buildings will be charged in line with the Academy Community Use and Hire Agreement Policy.