



Charging and Remissions Policy

Director of HR and Associate Teams | September 2025

Minsthorpe Community College: A place where everyone plays a part in strengthening our learning community through Motivation, Commitment & Care.

Approved by Full Governing Body on 7th October 2025



Minsthorpe
Community College

Minsthorpe Academy Trust provides a free education for students of all abilities. However, the Governors of the Academy reserve the right to charge in the following circumstances:

Educational/Residential Visits:

- Where a trip is proposed which is not a compulsory part of the curriculum, parents will be invited to make a contribution to cover the costs involved. This is on the understanding that if there is insufficient support the proposed trip will not take place.

Music Tuition:

- Where a parent wishes a child to learn a musical instrument a fee of £300.00 per academic year will be charged per instrument.

Examination Fees:

- When a student is entered for an examination but fails to sit it, unless the reason is acceptable to the Principal and Chair of Governors.
- When a student wishes to re-sit a module for a second time.

Materials and Textbooks:

- Where a student or parent/carer wishes to retain items produced as a result of art or design and technology, a charge may be levied for the cost of the materials.
- In the case of Food Technology, students usually provide their own ingredients, however if the student forgets, a charge can be levied if ingredients are provided.
- Textbooks are provided free of charge, however in some subjects, additional revision guides are made available, for which a charge is made.

Sale of Items:

- Departments throughout the school may purchase items in bulk and sell at cost to pupils. Also, examination revision materials may be sold to pupils at cost.

Damage/Loss of property:

- A charge will be levied in respect of wilful damage, neglect or loss of Academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower costs as the Principals may decide.

Remissions

To remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

Application for remission along with supporting information should be made to the Assistant Principal – Assessment & Outcomes and will be treated in confidence.



Equality Assessment

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

Policy Review Schedule

Policy last reviewed:	Due for next review:	Role Responsible:
Summer 2019	Summer 2021	Business Director
Summer 2021	Summer 2022	Director of HR and Associate Teams
Summer 2022	Summer 2023	Director of HR & Associate Teams
Summer 2023	Summer 2024	Director of HR & Associate Teams
Summer 2024	Summer 2025	Director of HR & Associate Teams
Summer 2025	Summer 2026	Director of HR & Associate Teams

