



Charging & Remissions Policy

Member of Staff Responsible	Finance Director
Relevant Guidance/Advice/Legal Reference	
Adopted By	Trust Board
Date of Policy	April 2022
Review Period	Annually
Date of Next Review	April 2023

This policy has been agreed by the following professional associations/trade unions representing Teachers, Headteachers and Support Staff:

- National Education Union
- National Association of Schoolmasters Union of Women Teachers
- National Association of Headteachers
- Association of School and College Leaders
- Unison
- GMB

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1. Admissions

The Trust does not make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as part of any admission process.

2. Education provided during school hours

Subject to the limited exceptions outlined in this policy, the Trust does not charge for education provided during school hours, including the supply of any materials, books, instruments of equipment.

3. Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for by the Trust.

4. School Meals

The Trust does not charge for school meals where the student is eligible for Free School Meals (FSM) or universal infant free school meals (UIFSM).

Students who are not entitled to free school meals will be charged in accordance to published meal prices.

5. Prescribed Public Examinations

The Trust does not charge for any entry for a prescribed public examination (including re-sits) if the student has been prepared for it by the Trust.

However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the Trust may seek to recover the fee(s) for any re-sits from the student's parent/carer.

The Trust will charge for the cost of any exam appeals, with this being refunded if the appeal is successful.

6. Materials, books, instruments or equipment

The Trust may charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

Such charges will not exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made.

7. Music, instrumental or vocal tuition

The Trust may charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the student's parent/carer. This applies to individual and group tuition.

The charges will not exceed the cost of the provision and may include the cost of the staff to provide tuition, instruments, music books and exam fees.

No charge will be made if the tuition is:

- Provided to a student who is looked after by a local authority; or
- Provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the student is being prepared by the Trust.

8. Transport

The Trust does not charge for:

- Transporting students to or from any Trust premises where the local authority has a statutory obligation to provide transport.
- Transporting students to other premises where the Trust or local authority has arranged for students to be educated.
- Transport that enables a student to meet the examination requirement when they have been prepared for that examination by the Trust.
- Transport provided in connection with an educational visit.

9. Residential Visits

The Trust does not charge for the cost of supply teachers to cover for those teachers who are accompanying students on a residential visit.

The Trust will charge for board and lodgings relating to residential visits (see Section 10)

10. Optional Extras

The Trust does charge for 'optional extras'.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

Optional extras include:

- Education provided outside of school hours that is not part of the national curriculum, part of the syllabus for a prescribed public examination that the student is being prepared for by the Trust.
- Examination entry fee(s) if the student has not been prepared for the examination by the Trust.
- Other transport (outside of that outlined in section 8).
- Board and lodging for a student on a residential trip.
- Library books not returned within a reasonable time period.
- Extended day services offered to students (breakfast & after school clubs).
- In calculating the cost of any optional extra an amount will be included in relation to:
- Any materials, books, instruments or equipment provided in connection with the optional extra.
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra.
- 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 for an optional extra will not exceed the actual cost of providing the optional extra, 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 parent/carer is unwilling or unable to pay the full charge.

11. Voluntary Contributions

The Trust may ask parents/carers for voluntary contributions for the benefit of the Trust or any of its activities.

Where it is intended that an activity is to be funded by voluntary contributions, the Headteacher will ensure that parents/carers are made aware from the outset that:

- The activity cannot be funded without voluntary contributions.
- There is no obligation to make any contribution.
- If insufficient voluntary contributions are raised to fund the activity, and the Trust is unable to fund it from some other source, then the activity will be cancelled.

No student will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Students whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12. Refunds

Request for refunds for activities will be considered on an individual basis that may be rejected if the Trust is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payments, where possible.

The Trust reserves the right not to refund costs where a student is withdrawn from an activity by the Trust on the basis of a student's breach of the Trust's behaviour policy.

13. Damage to property and breakages

Where the Trust's property has been wilfully or recklessly damaged by a student or parent/carer, the Trust may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the Trust has been charged, the Trust may charge those responsible for some or all of the cost.

14. Remissions

Parents/carers who can prove they are in receipt of the following benefits may be exempt from paying certain costs (including the cost of board and lodgings related to residential visits):

- Income support
- Income based job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999

- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

15. Freedom of Information

The Trust's Freedom of Information policy sets out where fees may be charged for the provision of information.

16. Complaints

Complaints regarding this policy or its application should be raised under the Trust's complaints policy.

17. Monitoring and Review

The Finance Director, in conjunction with the CEO, will monitor the outcomes and impact of this policy/procedure on an annual basis.