



TRUST CHARGING AND REMISSIONS POLICY V1.0

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1. Introduction

Education and Leadership Trust recognises the valuable contribution that a wide range of additional activities, both as part of the curriculum but also extra-curricular activities, can make to the lives and experiences of our students; both their all-round educational experience and their personal and social development.

Additional activities include: clubs, out of school trips and visits, residentials, visits to our schools by other organisations and experiences of other environments.

2. Charging

2A In line with current legislation, Education and Leadership Trust will **not charge** for:

- Admission applications to our academies;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside 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 at the school, or part of religious education;
- Tuition for students learning to play musical instruments (individually or in groups) if the tuition is required as part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
- Entry for a prescribed public examination, if the student has been prepared for it at the school;
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school, except where the request for the re-sit is made solely by the parent/carer and not the school.
- Transporting registered students to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered students to other premises where the school or LA has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when s/he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit

2B Education and Leadership Trust reserves the right to **make a charge** for optional extra activities organised by our schools, in the following circumstances:

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s):
 - a) if the student has not been prepared for the examination(s) at the school;
 - b) if the student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination
 - c) if, without a medical certificate to explain the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the school may seek to recover the fee from the parent/carer
 - d) there may be a charge for examination entry where there is a request from the parent/carer for additional subject entries to be made or for a module or a whole examination to be re-taken.
- transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education);
- board and lodging for a student on a residential visit;
- extended day services offered to student (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Any materials, ingredients, books, instruments, or equipment where the student's parent/carer wishes him/her to own them (or the final product)
- Instrumental or vocal tuition, in limited circumstances
- Library books which have been borrowed but not returned within the prescribed period
- Acts of vandalism and negligence – our schools reserve the right to recover part or the whole cost of damage to buildings or equipment which is the result of vandalism or negligence by a student.

3. Remissions

In order to remove financial barriers from disadvantaged students, Education and Leadership Trust 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/carers in particular circumstances.

Charges may be remitted in full or in part to parents/carers after considering specific hardship cases. The Trust invites parents/carers to apply to their school, in the strictest confidence, for the remission of charges in part or in full. The Headteacher in each school holds discretion to authorise remission.

4. Voluntary contributions

Nothing in either legislation or Education and Leadership Trust's Charging Policy precludes our schools from inviting parents/carers to make voluntary contributions. Our schools should make it clear that such contributions are entirely voluntary, that children of parents/carers who do not contribute will not be discriminated against.

However, our schools will make it clear that, if insufficient contributions are received, in certain circumstances, the trip or activity may have to be cancelled.

5. Insurance

Any insurance costs in respect of trips or activities will **not** be charged.

6. Charging and Remissions Procedures

- a) Staff organising a trip, visit, club or activity will notify parents/carers in advance of any likely costs. This will be done by letter, with a reply slip for parents/carers to accept the proposed costs. The letter will contain details of remission arrangements as set out in the Charging Policy.
- b) The organising member of staff, in agreement with the school's Finance department, will set out the arrangements for collection of costs to parents/carers.
- c) Collection of unpaid or late monies will be the responsibility of the school's Finance department.
- d) The school will keep accounts of all trips, visits, clubs or activities.

7. Legislation

This policy has been written in accordance with sections 449-462 of the Education Act 1996.

APPENDIX 1

