

## **CHARGING AND REMISSIONS POLICY**

<b>Lead</b>	Chief Operating Officer
<b>Reviewed by Staff</b>	N/A
<b>Reviewed by Students</b>	N/A
<b>Approved by TCT</b>	January 2017
<b>Interim Review</b>	January 2019
<b>Full Review</b>	January 2020

## 1. Introduction

1.1 The policy of *The Collegiate Trust* (the Trust) is to provide free education and benefit from activities both on and off site for all attending students and pupils. This policy the Trust implemented within the letter of the law, and also embracing the spirit of it. It is the intention of the Trust to ensure transparency in setting charges and ensure that all students are able to access all provisions on offer. The Trust has, therefore, set up a charging and remissions policy for certain activities. It will be reviewed periodically.

1.2 As a general rule, the Trust makes no charge for activities or equipment, but invites parents to make voluntary contributions in certain circumstances. When writing to parents, schools *will* make clear that there is no obligation to pay for activities or equipment. In certain circumstances it may be that the activity could not go ahead unless all parents who were able to contribute, were willing to do so.

## 2. Permissible Charges

- No charges will be made for admissions or for education provided during school hours (including the supply of any materials, books, instruments or other equipment required by the subject to deliver the curriculum).
- If a parent indicates they wish to own any materials books or instruments provided by a school, then the charge will not exceed the actual cost of the item.
- No charge for school meals will be made for students / pupils on free school meals. All other meals will be charged.
- Additional instrumental lessons that take place within school hours are charged at a rate set by the school; the Headteacher / Principal is responsible for agreeing appropriate support for cases of hardship.
- Optional extras, i.e. trips, theatre visits etc., mainly out of school hours, will be charged for on the basis of the full costs of travel, tickets, board and lodging etc.
- Where visits or courses are attended as an essential part of the curriculum, e.g. Geography field trip, no charges will be made with the exception of board and lodging which may be charged (Pupil Premium funding may be used for qualifying students). Voluntary contributions may be sought for travel and incidental costs.
- When teachers plan a trip of educational value to take place during the school day but are not an essential part of the curriculum voluntary contributions will be sought to cover the costs. If any parents are not willing to make such a contribution, the planned trip may not take place. Examples include a day visit to a London museum, a residential trip to the Isle of Wight or a day trip to France.
- The Trust will make no charge for entering students for public examinations where they have been prepared for that examination by a Trust school. An examination fee may be charged if:
  - The examination is on the set list but was not prepared for it by the individual school.
  - The examination is not on the set list but the School arranges to act as an examination centre.
  - The student fails without good reason to complete the requirements of the course.
- Parents may be charged for breakages by students or pupils, with the replacement cost, e.g. windows, laboratory equipment etc.
- Parents will be charged with the full replacement costs of defaced, damaged and lost school books.
- Revision Guides for Key Stage 2, GCSE and A Level can be purchased from the relevant schools. They will not be used as part of lessons but students who wish may use them as part of their revision.

## 3. Remissions

The Trust will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)

- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Principal / Headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the school's Principal / Headteacher.