



CHARGING AND REMISSIONS POLICY

Lead Chief Operating Officer

Approved by TCT September 2023

Next Review September 2024

1. Introduction

The policy of the Board of Directors of The Collegiate Trust (TCT) is to provide free education and benefit from activities both on and off site for all attending students. This policy is implemented within the letter of the law and 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 annually.

- 1.1 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, teachers *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. The following are circumstances where no charge will apply;

- 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).
- No charge will be made for students / pupils on free school meals.
- Normal music tuition in an academy is not charged.
- 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, 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. This does not apply where there are educational reasons for not entering the student or the parents of the student have requested in writing not to enter the student. An examination fee may be charged if –
 - The examination is on the set list but was not prepared for 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.
- Revision Guides for Key Stage 3, 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.
- Transporting registered pupils to or from the school premises where the local authority has a statutory obligation to provide transport.

3. The following are circumstances where a charge may be made;

- If a parent indicated they wish to own any materials books or instruments, then the charge will not exceed the actual cost of the item.
- Additional instrumental lessons are charged at a subsidised rate. Private instrumental tuition is charged at the full tutor rate and not for profit.
- Education that is provided outside of the school time that is not part of the national curriculum. This may also include examination fees where applicable.
- Extended services such as breakfast club, after school day or holiday clubs.
- Meals for pupils who are not entitled to free school meals.
- 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.
- Parents may be charged for accidental or non-accidental breakages by students, with the replacement cost, e.g. windows, laboratory equipment etc.

4. Remissions

The Trust will give consideration to the remission of charges to parents or carers. Any request should be made in writing to the school Principal.

The Principal will authorise the remission of any charges.

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