



Charges and Remissions Policy

Scope

The Board of Trustees recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials, and experiences of other environments can make towards students' all-round educational experience and their personal and social development.

(Throughout this policy, the term "parents" means all those having parental responsibility for a student). Interpretation and implementation of this Policy has been delegated to Executive Headteachers and Headteachers and Heads of School (a record of the decisions with regard to any visit, event, activity etc. will be maintained to ensure consistency of application of this policy).

1. The Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:
 - where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
 - we have established a system for parents to pay in instalments.
 - we acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
2. The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

This policy identifies activities for which:

- Voluntary contributions may be requested.
- Charges will be made.
- Charges will not be made.
- Charges may be waived (Remissions).

Voluntary Contributions

3. Separately from the matter of charging, schools may request voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will

emphasise their voluntary nature. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation, as many parents may struggle with affordability. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

The Law states:

- If the activity cannot be funded without voluntary contributions the Local Governing Board or Headteacher will make this clear to parents from the outset.
- no child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- if insufficient contributions are received, the trip or activity may have to be cancelled.

Charging

The Board of Trustees reserves the right to make a charge in the following circumstances and for activities organised by the Trust:

- **School trips and residentials in school time:** the board and lodging element of the residential experience and outdoor pursuit courses;
- **Activities outside school hours:** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- **Materials:** the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
- **Transport:** the cost of transporting students to and from a venue (excluding places that the School has arranged for as a normal place of education, transport to a place prepared for an examination, transport in connection with an educational visit);
- **Lost school equipment, books etc:** the cost of replacement equipment, books etc. which have been lost or damaged by a student;
- **Non-registered pupils:** persons who are not registered pupils at the School, for education provided and/or for facilities used by them belonging to the School.
- **Examination costs:** If a pupil fails, without good reason, to complete the requirements for a public examination for which a pupil has been prepared by the School, e.g. uncompleted course work and failure to sit an examination, the fee will be recovered from the parent. Parents will be charged for all re-sits. Parents will be charged in respect of entry to an examination for which the student has not been prepared by the School;
- **Nursery additional hours:** Additional hours for nursery students in addition to 15 hours per week EYEA funded Additional nursery time can be purchased subject to availability. Payment should be made at least weekly in advance.

- **Breakfast and after school clubs:** These are chargeable at the schools locally agreed rate.

Schools **will charge** parents in respect of:

- **Acts of vandalism and negligence:** To recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- **Specific admissions:** part-time education for persons over the compulsory school age, full-time education for persons over the compulsory school age or teacher training;
- **Outside music tuition:** All students study music as part of the Curriculum and no charge is made for this. A charge may be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a pupil is given the tuition;
- **Examination re-mark:** Parents will be charged the examination re-marking. Where the new grade exceeds the original then a full refund will be made.

Where an organisation acting independently of the School arranged an activity to take place during school hours and parents want their child to attend, such organisations may charge parents.

Charges will not be made

5. The school **will not charge** parents in respect of:

- education outside of School hours to fulfill public examination requirements or the National Curriculum, including the statutory duties relating to religious education;
- any students' special needs or disabilities requirements. The School will take reasonable steps to avoid putting children with special needs at a substantial disadvantage.
- Charges made will not exceed the actual costs incurred.

Remissions

6. In order to remove financial barriers from disadvantaged pupils, the 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 in particular circumstances. Charges will be waived for parents in receipt of certain state benefits, broadly aligned to those determining free school meals.

Families will qualify for remission or help with charges if they are in receipt of:

- Universal credit
- Income Support.
- New style job seekers allowance.

- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed threshold limits. Due to end 5 April 2025.
- Guaranteed State Pension.
- an income related employment and support allowance,

Additional categories of parents may claim help with some costs in the following circumstances:

- specific individual circumstances that have caused temporary hardship.
- recently moved into hardship but not yet receiving the benefits mentioned above.
- made a specific request to the Executive Headteacher/Headteacher for any other justifiable reason. The remission is at the Executive Headteacher/Headteacher's discretion in these circumstances based on any evidence provided.

Insurance

7. Any insurance costs will be included in charges made for trips or activities.

Publication

8. Specific requirements in respect of any charges, remissions and voluntary payments will be published on promotional material and application forms in advance of any visit, event, activity etc.

Monitoring, Evaluation and Review

9. The Trustees will review this policy as required and as part of the Trust's review schedule. Updated and adopted on 11 October 2022 for Ivy Education Trust.

Amendment Record

Date	Amended By	Nature of Change	Next Review
01/09/2012	R Willcocks	Initial publication	
21/10/13	J Newman	Revision	
18/03/16	J Newman	Revision	
October 2020	J Newman	Osprey learning Trust	
September 2022	J Newman	Ivy Education Trust. Change Principal to Headteacher.	As required and no later than September 2024.
January 2025	JN	Updated HMRC terminology for job seekers allowance. Update to reflect Trust leadership structure. Note end date due for child tax credits and working tax credits 5 April 2025.	As required and no later than January 2027.