



Wessex
Learning Trust
We Learn Together!

Charging and Remissions

Date approved by Trust Board: September 2022
Review Date: September 2025

Station Road, Cheddar, Somerset BS27 3AQ Telephone: 01934 745363
Email: office@wessexlearningtrust.co.uk www.wessexlearningtrust.co.uk
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Wessex Learning Trust

Charging and Remissions

This policy will be reviewed by the Board of Trustees every 3 years.

A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 01/09/2022

A handwritten signature in black ink that reads "Brian Kirkup". The signature is written in a cursive style with a large initial 'B'.

Signature:

Name: Mr Brian Kirkup

Position: Chair of the Board

Date: 01/09/2022

1. Introduction

1.1 The Wessex Learning Trust recognise the value of providing a wide range of experiences to enrich and extend students' learning and to contribute to their personal development. The Trust aims to promote and provide such experiences for the students of the school, both as part of a broad and balanced curriculum and as additional optional activities.

1.2 However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents/carers are charged for the cost.

1.3 This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all students have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

2. Statement

2.1 The policy complies with the requirements of the Education Act 1996.

2.2 Where 'parent' is referred to this will include adults with a responsibility for the student.

2.3 This policy relates to charges and remissions within Trust schools, and not associated pre-schools.

2.4 We aim:

- To make school activities accessible to all students regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents/carers, students and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

3. Legislation - Education During School Hours

3.1 The DfE in its guidance to School Governors states that "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by a school to carry students between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they still invite parents/carers and others to make voluntary contributions.

3.2 When additional costs are incurred by a school to enhance the curriculum opportunities for the students, parents/carers may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents/carers cannot or will not make a contribution of any kind.

4. Education Outside School Hours

4.1 The DfE in its guidance to School Governors states that "Parents/carers can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national

curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents/carers agree to pay. The Education Reform Act 1988 described activities, which can be charged for as "optional extras".

5. Remissions

5.1 To ensure that access to activities reflects intentions, The Trust will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all students gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

5.2 Where parents/carers are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the school will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

5.3 There may be cases of family hardship which make it difficult for students to take part in other particular activities for which a charge is made. When arranging a chargeable activity the school will invite parents/carers to apply in confidence for the remission of charges in part or in full.

5.4 Authorisation of remission will be made by the Headteacher with the ultimate decision lying with the Director of Operations.

6. Data Protection of Students and Families

6.1 Staff will ensure that these students are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals.

7. Contributions

7.1 Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

7.2 If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

7.3 If sufficient contributions are not received the activity may be cancelled.

8. Charges

8.1 The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. Weekend residential)
- Where music tuition is not required for the National Curriculum and is provided for an individual pupil or for groups of students a charge will be forwarded to parents/carers
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour
- Visits to school by visiting professionals e.g. authors, storytellers, musicians, dancers, artists etc
- School meals provided either onsite or by an external contractor (except where a student qualifies for Free School Meals) at an appropriate rate determined by the school
- Where extended day services (e.g. Breakfast Clubs, After School Clubs etc) are provided by a school, the Trust reserves the right to levy a charge for this
- The Trust reserves the right to charge the community for the hire of Trust facilities

9. Ingredients or Materials for Practical Subjects

9.1 Parents/carers are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The school may charge for, at cost or less, or require the supply of, ingredients and materials if parents/carers have indicated, in advance, their wish to own the finished product.

10. Uniform

10.1. Schools within the Trust may be able to provide assistance to parents/carers facing financial hardship with the purchase of uniform. Parents/carers should approach the individual school for details.

11. Swimming

11.1 As part of the national curriculum, primary schools will organise swimming lessons for children in years 2-4 for which no charge will be made. Parents/carers will be made aware of the arrangement and may be asked for voluntary contributions towards transport costs (where applicable).

12. Exams

12.1 The school will levy no charge for examination entries where the school has entered the student except where:

- the school has not prepared students for the examination in the year for which the entry is made, **or**
- a student has failed, for no good reason, to complete the requirements of the examination
- a student is re-sitting a second or more GCSE unit/exam

13. Transport

13.1 The Trust will not charge for the following:

- Transporting registered students to and from the Trust premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Trust or local education authority has arranged for students to be educated

- Transport that enables a student to meet an examination requirement when they have been prepared for the examination at a Trust school

14. Lost School Equipment, Books etc.

14.1 Parents/carers will be expected to replace or pay for the cost of lost items of school property.

15. Breakages and Damage to School Buildings, Furniture or Property

15.1 Parents/carers will be charged for damage caused as a result of a student's behaviour.

16. Residential Activity

16.1 The DfE in its guidance to school Governors states that "For a residential activity taking place largely during school time or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. However, a voluntary contribution will be requested by the school for such activities.

16.2 However, charges will be made for board and lodging in these circumstances, except for students who are receiving Income Support or Family Credit. The Headteacher will inform all parents/carers of the right to claim free activities if they are in receipt of these benefits." However, a voluntary contribution will be requested by the school for such activities.

17. Photocopying

17.1 Any photocopying that is requested by parents/carers relating to their child, under the 'Freedom of Information Act' or a Subject Access Request, will be charged at **10p per sheet and 20p for any colour printing.**

18. Private Fees

18.1 Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Headteacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

18.2 The Trust may, from time to time, amend the categories of activity for which a charge may be made.

18.3 Nothing in this policy statement precludes the school from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.