

Trinity School

Charging and Remission Policy



DOCUMENT REVIEW

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Charging and Remission Policy

Introduction

Purpose

Legislation allows schools to charge for certain activities which take place outside school hours. Trinity School's policy applies to charges made to parents/students, for facilities used by private individuals and to third party organisations that rent school premises.

Academies are legally obliged to comply with sections 449-462 of the Education Act 1996, with regard to charging for school activities. The Governing Board of Trinity School sets out its obligations in this policy. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to contribute, their child should not be prevented from participating should the activity go ahead.

In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity

Sources and references:

Charging and Remission Guidance, DfE

<https://www.gov.uk/government/publications/charging-for-school-activities>

Procedures and practice

Charging

The Governing Board reserves the right to make a charge in the following circumstances for activities organised by the 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;
- Acts of vandalism and negligence: the Governing Body reserves 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;



- Examination fees: if a 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.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Governing Board may seek to recover the fee from the parent.

There may be a charge for examination entry, where there is a request from the parent for additional subject entries to be made, which are not supported by the school.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Board will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Governing Board may remit charges in full, or in part, to other parents, after considering other specific financial assistance cases. The Governing Board invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headmaster will authorise remission in consultation with the Chair of Governors.

Insurance

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

Voluntary contributions

Nothing in this policy statement precludes the Governing Board from inviting parents to make voluntary contributions. The Governing Board should make clear that such contributions are voluntary, and that children of parents who do not contribute will not be discriminated against, **and that, if insufficient contributions are received, the trip may be cancelled.**

Concluding notes

Monitoring and review:

The Governing Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.