



Charging and Remissions Policy

Designated Staff:	Director of Finance and Facilities
Reviewed by:	TGAT Board
Date:	April 2021
Version:	1.1

CHARGING AND REMISSIONS POLICY

1. Aim

- 1.1. The GORSE Academies Trust (the "Trust") recognises the key role that activities, including trips, residentials, extra-curricular clubs and groups can provide in expanding the student experience and underpinning the curriculum.
- 1.2. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/ carers.

2. Responsibilities

- 2.1. The Board of the Trust is responsible for determining the content of this policy.
- 2.2. Implementation of this policy will be in conjunction with the Board of the Trust and the Principal.
- 2.3. Any determination with respect to individual parents/ carers will be considered jointly by the Principal and the Local Governing Body.

3. Charges cannot be made for:

- 3.1. The Directors of the Trust recognise that legislation prohibits charges for the following;
- 3.2. education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 3.3. education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- 3.4. tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- 3.5. entry for a prescribed public examination, if the student has been prepared for it at the school.
- 3.6. examination re-sits if the student is being prepared for the re-sit at the school.
- 3.7. education provided on any National Curriculum trip or part of a syllabus for a prescribed public examination that takes place during school hours.
- 3.8. education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- 3.9. supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

GORSE

- 3.10. transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- 3.11. transporting registered students to other premises where the Local Governing Body or local education authority has arranged for pupils to be educated.
- 3.12. transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school.
- 3.13. transport provided in connection with a National Curriculum trip or part of a syllabus for a prescribed public examination.

4. Charges may be made for:

- 4.1. board and lodging on residential visits (not to exceed the cost per student)
- 4.2. the costs for an individual child for enrichment activities/trips are;
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs.
- 4.3. vocal and musical instrument tuition.
- 4.4. re-sits for public examinations where no further preparation has been provided by the school.
- 4.5. examination fees where a student fails without good reason to sit the exam.
- 4.6. any other education, transport or examinations where no further preparation has been provided by the school.
- 4.7. any other education, transport or examination fee unless charges are specifically prohibited.
- 4.8. breakages and replacements as a result of damages caused wilfully or negligently by students.
- 4.9. extra-curricular activities and school clubs.
- 4.10. any extended school activity.
- 4.11. damage/ vandalism/loss to and of school property.
- 4.12. details of the process and charges for community use/lettings are available from the individual trust establishment
- 4.13. contribution to Design and Technology.
- 4.14. locker deposit.
- 4.15. where clothing or equipment is necessary for the student's health or safety, a charge may be made for clothing and equipment that the student retains, but only if

GORSE

the student also has the option of borrowing the clothing or equipment free of charge.

- 4.16 the recreational use of leisure and non-academic facilities where the activity taking place is not a requirement of a course syllabus.
- 4.17 for the sale of learning materials that enables students to secure discounts on books, stationery, and equipment.
- 4.18 fines for the late return of library books or other disciplinary fines (provided such penalties have been known in advance).
- 4.17 photocopying and printouts are chargeable if they are not course specific are optional and there are alternative sources for these services.

5. Remission

- 5.1. The parents/ carers of students who are in receipt of Free School Meals (FSM) or in the case of Post 16 students were previously in receipt of FSM, in addition to having a free school lunch entitlement, will also be entitled to the remission of charges for board and lodging costs during residential school trips. They may also be eligible to access financial support with the cost of a trip. To access this support parents/carers should complete a FSM Enrichment Remuneration Request Form which is available to download from the FSM section of each academy's website.
- 5.2. The parents/ carers of students who currently do not receive FSM, but are experiencing financial hardship (this category includes all Looked After Children), may be able to access some financial support in respect of a trip. To potentially access this support, parents/carers should make an application to the academy's Supporting Achievement Fund.

6. School Meals

- 6.1. The Local Governing Body will determine and publish annually the price to be charged for school meals.

7. Other Charges

- 7.1. The Trust Board, Local Governing Body, Executive Principal, Principal or The Director of Finance reserves the right to levy charges for miscellaneous services up to the cost of providing such services.

8. Monitoring, Evaluation and Review

- 8.1. The Director of Finance responsible for monitoring all aspects of this Policy.
- 8.2. An annual report will be presented to the Local Governing Body and the Trust's Board in respect of figures pertaining to charges and remissions and parental/ carer contribution.