



Charging and Remissions Policy

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1. Introduction

1.1 Application

This policy applies to and should be used within all schools within CORE Education Trust.

1.2 Purpose of Policy

The purpose of this policy is to ensure that there is clarity over those items which will be provided free of charge and those items where there may be a charge.

1.3 Definitions

The school day is defined as school specific timings as published on the school website (e.g. 8.30 to 15.25. The lunch break does not form part of the Academy day.

1.4 Responsibilities

The relevant Headteacher and designated deputy of the school will ensure that staff are familiar with and correctly apply the policy.

2. Educational Activities for Pupils

2.1 Guiding Principle for Charging

During the school day, all activities that are a necessary part of the school's educational curriculum will be provided free of charge. This includes any materials, equipment and transport where applicable.

2.2 Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs – e.g. field trips. If these are a necessary part of the school's curriculum studies, no pupil will be prevented from participating because his/her parents cannot or will not contribute. However, if insufficient funds are available overall, then it may be necessary to review the activities offered.

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2.3 Calculating of Voluntary Contributions

The rate of voluntary contributions requested for necessary educational activities will be no more than the total costs of the activity divided by the number of participating pupils.

3. Optional Activities for Pupils

3.1 Charging for optional activities

On occasions, pupils may be offered the opportunity to participate in optional activities which do not form a necessary part of the school's curriculum, but which may either enrich their learning or have a pastoral purpose. If there are expenses associated with these activities, then the school will normally charge for participation.

3.2 Hardship

In cases of hardship, financial support for participation in optional activities will be at the discretion of the governors and or Headteacher. Any applications for support must be made in writing to the Headteacher or designated deputy.

3.3 Calculating Charges

When charges are made for any optional activity as defined above, they will be based on the actual costs incurred divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Where applicable, costs incurred will include: -

- Cost of supply teacher cover for participating teachers.
- Transport costs.
- Admissions charges.
- Fees for external facilitators/speakers.

Costs may also include:

- Refreshments.
- Equipment hire.
- Any other relevant costs associated with the activity.

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4. Out-of-hours Activities

4.1 Definition of Out-of-hours Activities

As part of its commitment to the Extended Schools agenda the school may provide opportunities for pupils, parents and members of the wider community to participate in a range of activities.

4.2 Charging for out-of-hours Activities

Where activities are not fully funded by external sources, the school reserves the right to charge an appropriate fee for participation.

5. Examination Fees

5.1 Charges for Examination Fees

The school will not charge for public examinations offered to pupils as a part of the national and school curriculum unless:

- The examination is not one normally offered by the school.
- The pupil fails without good reason to complete the requirements of the examination (e.g. coursework).
- The pupil fails without good reason to attend the examination.

The pupil has previously sat the examination but wishes to re-take to improve their grade. NB. This will not apply if re-takes are at the recommendation of the school.

6. Loss of/Damage to School Property

6.1 Charges

If school property is lost or damaged because of pupil misbehaviour and/or negligence, parents may be asked to meet all or part of the cost of replacement. In such cases, the charge made will be calculated in consultation with the pupil's Head of Year or other appropriate senior staff who have knowledge of the child and of the incident concerned.

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