



Charging and Remissions Policy

Policy Code:	F4
Policy Start Date:	May 2023
Policy Review Date:	May 2025

1. Purpose

- 1.1 This policy shows the circumstances under which schools within the Community Inclusive Trust may seek voluntary contributions or charge for activities.

2. Scope

- 2.1 This policy applies to all school within the Community Inclusive Trust and to any activities in which pupils of the Trust participate.

3. The Law

- 3.1 The law states that education provided during Academy hours must be free of charge. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in Academy hours by each Academy. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

4. Community Inclusive Trust’s Principles

- 4.1 No charge can be made for education (see definition – section 3) during school hours. Activities that extend beyond the school day may incur a charge. ‘School hours’ are those when the academy is actually in session, and do not include the break in the middle of the day.

Trips, visits and practical activities enhance the pupils’ learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents.

No pupil will be excluded from an activity during school hours because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

5. Voluntary Contributions

- 5.1 Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a voluntary contribution will be sought.

6. Breakages

- 6.1 In cases of wilful or malicious damage to equipment or breakages, or loss of books on loan to children, the Senior Leader in Charge of School in consultation with the Chair of the Local School Board may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

In case of financial difficulty parents should contact the Senior Leader in Charge of School.

7. External References

7.1 Department for Education – ‘Charging for School Activities’ – used as a guide.