Charging and Remissions Policy

The Family of Learning Trust

Approved by:	[Name]	**Date:**	[Date]
Last reviewed on:	September 2022		
Next review due by:	September 2023		

Introduction

At the Family of Learning Trust, all education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum However we do sometimes ask for voluntary contribution towards the cost of transport.

The aim of this policy is to set out what charges will be levied for activities, what remission will be implemented and the circumstances under which voluntary contribution towards the cost of the transport is requested.

Publication of Information

This policy will be published on each school website and on the Family of Learning Trust website.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary.

If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

Optional Extras

Charges may be made for some activities that are known as ‘optional extras’

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

- Visits to museums;
- Outdoor adventure activities;
- Workshops delivered by visiting companies
- Visits to the theatre;
- School trips.
- After School Clubs
- Theatre productions

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to discuss this in confidence with the Head teacher.

The cost of the residential trip will include: Accommodation, Food, transport and insurance.

Parents will have the option of paying small regular amounts over a period of time or larger amounts in fewer transactions.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the Curriculum. If parents are experiencing financial difficulty, they are invited to discuss this in confidence to the Headteacher.

Swimming

The schools organise swimming lessons for some year groups. These take place in school time and are part of the Curriculum. Therefore, we do not charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons

Books and Equipment

There will be no charge for texts, exercise books or equipment used at school.

Damage/Loss to Property

If items of school property are defaced, lost or damaged, parents will be expected to pay for a replacement.

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges.

Criteria for qualification for remission are given below.

Category A

Parents/carers in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Employment and Support Allowance Income Based
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190.

Category B

Families suffering from short term financial hardship.:

- Individual cases will be considered by the Headteacher in light of family financial circumstances.
- Parents/carers seeking remission or help with charges should contact the Headteacher in the first instance

Extended Service

Schools in the Family of Learning Trust provide extended services such as Breakfast Club and After School Care which is charged at cost. The charges will be decided by the individual school. For further details of the cost, please visit the school's own website.

Additional considerations

The Family of Learning Trust recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits at the beginning of the term so that parents/carers can plan ahead

- We have established a system for parents/carers to pay in instalments

- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Across the Family of Learning Trust, we actively seek to encourage equality through our teaching regardless of gender, ethnicity, disability, religion or belief and sexual assignment.

The Family of Learning Trust are inclusive schools who aim to make pupils feel included in all of our activities by making teaching fully inclusive. We recognise the entitlement of all pupils to a broad balanced curriculum