

## CHARGING AND REMISSIONS POLICY

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This is a Category 1 Trust Level 1 Policy:  
(Operationally delegated and applied Trust-wide)

This policy is in force until further notice from:	Summer 2023
This policy must be reviewed by:	Summer 2025
Policy Author(s):	Kirit Patel
Date policy reviewed by Finance Director:	Summer 2023
Location of publication of policy:	The Trust Website* / Governor Hub/
Under the Trust's Scheme of Delegation (Part 3 (Policies)) material revisions to this policy must be approved by the Trust Board on recommendation of the FINANCE & ESTATES COMMITTEE	



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There are complicated formulae for calculating whether an activity, trip or residential visit which takes place partly during and partly outside school hours will be deemed to take place during or outside school hours. Where applicable, this will be confirmed in the letter sent to parents.

### Voluntary Payments

The School is permitted to request a voluntary payment for the benefit of the School or any activity, visit or trip whether it takes place during or outside school hours.

Parents will be notified of the requested voluntary payment in advance and, where the amount requested consists of a combination of compulsory charges and voluntary payments, this will be made clear. The charge made will reflect the actual cost to the School on a proportionate basis per student.

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### Statutory Remission

In accordance with the Act, the Trust will not pass on charges to eligible parents where the charge is for board and lodging on residential visits which either take place during (or mainly during) school hours, or are provided as part of the national curriculum, the syllabus for a prescribed examination or statutory religious education.

For the avoidance of doubt, statutory remission is not available for the cost of board and lodging for visits which take place outside (or mainly outside) school hours.

Eligibility criteria for families are aligned with free school meals eligibility criteria.

### The School's Support Fund (Voluntary Remission)

The School may set up a Support Fund to assist parents in paying the cost involved for activities, trips and visits etc.

The terms of the Support Fund will be decided by the School.

Complete confidentiality will be observed at all times.

### Payment by Instalments

In order to assist parents with budgeting, the School will consider allowing parents to make payments under this policy by instalments, provided that all instalments have been received before the element of the activity, trip or visit to which the instalment relates must be paid by the School.

Where instalments are offered, this will be set out in the letter to parents, together with confirmation as to which element of the cost each instalment relates. Where a combination of compulsory charges and voluntary payments have been requested, the instalments will be structured so that the voluntary payments are made first, followed by the compulsory charges.

Where some instalments are received, and further instalments are not forthcoming, the School will not refund any part of the payments received for which refunds cannot be

