

## Charging and Remissions Policy

Trust Policy	
Monitoring	Frame of engagement
Member of Staff Responsible	Finance Director
Consultation Parameters	Trust Board (Finance and Audit)
Date of Policy	September 2018
Review Cycle	3 Years (determined by Trust Board)
Date of Review	Summer 2021
Website	Yes

School Level Policy	
Statutory Policy	
Member of Staff Responsible	Headteacher
Review Cycle	LGB to determine.
Approval	LGB free to delegate to individual Governor or Headteacher.
Legislation	Education Act 1996 section 457 Education Regulations 1999 Education Regulations 2003, section 381 The School Information Regulations 2008

### Statement of Intent

The Priory School Trust recognises the valuable contribution that the wide range of activities, including trips and clubs can make towards enriching a pupil's school experience and ultimately their education.

The Trust is committed to offering all pupils the opportunity to experience learning outside of the classroom regardless of their financial circumstances, and aims to ensure that no child is discriminated against the offering of school trips, activities and educational extras.

### **School level policy**

Schools within the trust are responsible for their Charging and Remissions policy, which is a statutory policy for schools as listed by the Department for Education. Academies (schools in the Trust) are required through their funding agreements to comply with the law on charging for school activities. For details of an individual school Charging and Remissions Policy, please see that school's web-site.

### **Purpose of the Charging and Remissions policy**

The purpose of this policy is to ensure that no child in the Trust is discriminated against the offering of school trips, activities and educational extras and to make clear to parents/carers what the school will and will not charge for.

### **Scope of the Charging and Remissions Policy**

1. To outline the charges that schools can and cannot make. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made.
2. To explain the definition of 'optional extras' and what optional extras the school will charge for. To inform parents how the charge will be worked out and who might qualify for support with the cost.
3. The procedure for voluntary contributions and to make clear to parents/carers that there is no obligation to make any contribution and that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay.
4. Schools must ensure that they inform parents/carers on low incomes and in receipt of benefits, of the support available to them when being asked for voluntary contributions towards the cost of school visits.
5. To include a Remissions policy, setting out any circumstances in which the school proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. This would include any remissions that Pupil Premium students have access to.

### **Review and approval of the Charging and Remissions policy**

The Local Governing Body may decide the review cycle for their Charging and Remissions policy and can delegate statutory approval to an individual Governor or Headteacher.