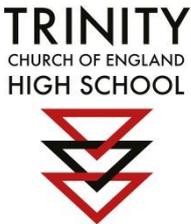


## CHARGING AND REMISSIONS POLICY

 <p><b>TRINITY</b> CHURCH OF ENGLAND HIGH SCHOOL</p>	<b>Reviewed by:</b>	Governors' Finance and Resources Committee
	<b>Approved by:</b>	Full Governing Body
	<b>Date approved:</b>	15 <sup>th</sup> May, 2025
	<b>Date adopted:</b>	1 <sup>st</sup> September, 2025
	<b>Next review due by:</b>	End of 2027/28 academic year

### AIM/PURPOSE

The Governing Body of Trinity Church of England High School recognises the valuable contribution that the wide range of additional activities (including trips, clubs and residential experiences) can make towards students' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional optional activities. In recognition of this commitment, Trinity Church of England High School does not normally charge students or parents for any school based activity that it directly organises.

### GENERAL PRINCIPLES

In general terms:

- ◆ No charges can be made unless the Governing Body or the school has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.
- ◆ The Governing Body's policy will meet the requirements of the law. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made.
- ◆ If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost. This information should be made available to parents.
- ◆ The Remissions Policy must set out any circumstances in which the school propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The Governing Body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

The Charging Policy informs staff and parents about charging for school activities. All parents are invited to make voluntary contributions to the Trinity Charitable Trust. The fund is a registered charity and donations from parents and others enable school funds to go further. Children of parents who do not contribute will not be treated any differently from those who make contributions.

The legal framework covers the following aspects; education, optional extras, voluntary contributions, residential visits, music tuition and transport. These are described in more detail in the following six sections.

## 1. Education

School Governing Bodies **cannot** charge for:

- ◆ an admission application;
- ◆ education provided during school hours (including supply of any materials, books, instruments or other equipment);
- ◆ education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- ◆ entry for a prescribed public examination, if the student has been prepared for it at the school;
- ◆ examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

Schools can charge for:

- ◆ optional extras;
- ◆ music and vocal tuition outside of lessons;

## 2. Optional Extras

Charges may be made for some activities that are known as 'optional extras':

- ◆ education provided outside of school time that is not:
  - (a) part of the National Curriculum;
  - (b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
  - (c) part of religious education.
- ◆ examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- ◆ transport that is not required to take the student to school or to other premises where the Governing Body have arranged for the student to be provided with education; and
- ◆ board and lodging for a student on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- ◆ any materials, books, instruments or equipment provided in connection with the optional extra;
- ◆ non-teaching staff;
- ◆ teaching staff engaged under contracts for services purely to provide an optional extra. This includes supply teachers engaged specifically to provide the optional extra and the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **3. Voluntary Contributions**

Guidance clearly states schools' entitlements under the legislation to ask for voluntary contributions 'for the benefit of the school or any school activities'. It also states that: *'If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled.'*

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

### **4. Residential Visits**

Schools **cannot** charge for:

- ◆ education provided on any visit that takes place during school hours;
- ◆ education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the students being prepared for at the school, or part of religious education; and
- ◆ supply teachers to cover for those teachers who are absent from school accompanying students on residential visit.

Schools **can** charge for:

- ◆ board and lodging and the charge must not exceed the actual cost.

### **5. Music Tuition**

A charge may be made as a contribution towards the cost of extra-curricular music tuition provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- ◆ if the teaching is an essential part of the National Curriculum;
- ◆ for a pupil who is looked after by a local authority.

### **6. Transport**

Schools cannot charge for:

- ◆ transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- ◆ transporting registered students to other premises where the Governing Body has arranged for students to be educated;
- ◆ transport that enables a student to meet an examination requirement when the student has been prepared for that examination at the school;
- ◆ transport provided in connection with an educational visit.

### **7. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost

has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### CHARGING AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

- ◆ The school makes no charges for curriculum activities which take place during the working day. The Charitable Trust subsidises such visits, where possible.
- ◆ Items of stationery such as pens and pencils are not provided by the school. Texts and books for the various subjects are free, except when replacements for lost or damaged books are required. In this respect, parents may be asked to pay in full or make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- ◆ Some expenses involved in courses such as food technology may be charged for where parents have indicated in advance that they would like their child to take home the finished product.
- ◆ Residential trips such as sports holidays and foreign visits are offered on an optional basis and parents will be charged for these.
- ◆ Each July, Year 8 students spend an activities week in the Peak District. A charge for board and lodging will be made for this, although the total cost for all students is heavily subsidised by the school. Non-residential students will be asked for a contribution towards transport costs.
- ◆ An examination entry fee may be charged to parents if a student fails, without good reason, to complete the requirements of any public examination where the school has paid the entry fee. e.g. fails to attend the examination.

### REMISSION AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

- ◆ In some circumstances the school may not charge for items or activities set out in this policy. Authorisation for such remission will be made by the Head and will depend on the activity in question.

#### Remission for Residential Visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits. These criteria are the same as those for eligibility for free school meals.

- ◆ Income Support
- ◆ Income-based Jobseeker's Allowance
- ◆ Income-related Employment and Support Allowance
- ◆ Support under part VI of the Immigration and Asylum Act 1999
- ◆ The guaranteed element of Pension Credit
- ◆ Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- ◆ Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

- ◆ Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The school will follow the latest DfE guidance in the event that the above list of eligible benefits changes.

The school must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

#### MONITORING AND EVALUATION

The Charging and Remissions Policy will be monitored and evaluated by the Governors' Finance and Resources Committee and ratified by the Full Governing Body.