



Inspiring Futures through Learning

Trust Charging and Remissions Policy

Introduction

This Charging and Remissions Policy has been compiled to meet its statutory requirements from the Department for Education. Throughout this policy, the term “parents” means all those having parental responsibility for a child. It is written as a Policy that covers all of the Schools that are within the Inspiring Futures through Learning Trust. For each School their Charging and Remissions Policy includes this Trust wide policy and an appendix of specific charges and circumstances where a charge is made.

1. General principle

The general principle is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school

However there are exceptions where the school can make charges.

2. Exceptions

Charges are permitted to meet the costs of the following:

- Board and lodging on residential educational trips
- Non educational trips
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus i.e. peripatetic
 - All instrumental, peripatetic music tuition will be charged at a rate to offset the cost to the school. Parents are expected to give a terms written notice if they wish to terminate music lessons and will be required to pay the music fees for this period
- Voluntary optional extras provided outside of school hours (or mainly outside school hours)
- In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per pupil incurred.

3. Voluntary contributions

The school may ask for voluntary contributions for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per pupil incurred.

No individual pupil will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However the visit or activity may have to be cancelled if insufficient contributions are received.

4. Inability to pay

The Trust is committed to ensuring fair access and treatment of all pupils. And will give consideration to the remission of charges to parents who receive the following support payments:

- 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



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- 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

The Trust are aware that visits can put financial pressure on all families especially if there is more than one child involved, in order to support this we always offer payment by installments for more expensive visits. If any parent feels they cannot afford a particular visit, individual cases will be considered on their merit and sympathetic consideration will be given to genuine cases of financial hardship. The Trust would not wish any child to be disadvantaged and would urge parents to contact the School, in confidence, if hardship exists.

5. Refunds

Refunds of charges or voluntary contributions received will be made where cancellation of trips or activities due to circumstances are beyond the pupils control.

Refunds under any other circumstances are at the discretion of the School Business Manager and/or Head Teacher.

6. Damage to property and breakages

Where school property has been willfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and by dependent on the situation.

7. School meals

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled will be charged a set amount per meal decided by the Local Finance Committee of the school (see appendix 1).

8. Extended services

The Trust is dedicated to providing a well-rounded and extensive education for our children, which includes a wide range extended services, including:

- before and after school clubs
- holiday club
- extra-curricular clubs
- nursery wrap-around care

Please see appendix 1 for charges for each IFTL school.

9. Price Increases

Price increases will be reviewed and approved by 31 March by the Local Finance Committee/Local Governing Body on an annual basis for the following academic year. Written notice of price increases will be given before the start of term in September.

The Trust will consider the demographics of pupils and geographic location of schools when considering charges.

New in-year activities will be brought to the attention of the Trust and charges will be added to appendix 1 for each School.

**Appendix 1 for each school will be applied separately by the Trust.
To be next reviewed September 2018**

End of Document



Approval Sheet

We confirm that we have read the document listed below and approve for its implementation.

Document name	IFTL Trust Charging and Remissions Policy
Version number	Version 1
Number of pages excluding this	2 Pages
Next date for review	September 2018

Approved by the IFTL CORE – Executive, represented by:

Signed	Signed
CEO	CFO
Date	Date

Approved by the Governance of IFTL represented by:

Signed	Signed
Chair of Trustees	Chair of FFG Committee
Date	Date