



**Inspiring Futures  
through Learning**

Inspiring Futures through Learning

**IFtL Charges and Remissions Policy**

September 2023

<b>Policy name:</b>	IFtL Charges and Remissions Policy
<b>Version:</b>	V3
<b>Date relevant from:</b>	September 2023
<b>Date to be reviewed:</b>	September 2024 <i>This policy will be reviewed every year unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.</i>
<b>Role of reviewer:</b>	IFtL CFO
<b>Statutory (Y/N):</b>	Y
<b>Published on website*:</b>	1A

<b>Policy level**:</b>	1
<b>Relevant to:</b>	All employees through all IFtL schools and departments
<b>Bodies consulted:</b>	Based on DfE guidance 'Charging for School activities – May 2018'
<b>Approved by:</b>	IFtL Board of Trustees
<b>Approval date:</b>	29 <sup>th</sup> August 2023

**Key:**

**\* Publication on website:**

IFtL website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**\*\* Policy level:**

1. Trust wide:
  - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
    - o *Approved by the IFtL Board of Trustees.*
2. Trust core values:
  - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
    - o *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
    - o *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*
3. School / department policies
  - These are defined independently by schools / departments as appropriate
    - o *Approved by school / department governance bodies.*

## **Charging and Remissions Policy**

### **Introduction**

This document sets out the overarching charging and remissions policy for Inspiring Futures Through Learning (IFtL) and its Schools.

### **Charges**

#### **Charges will not be made for any of the following:**

- An admission application or processes.
- Education provided during school hours including materials, books and equipment where the ownership of the item remains the schools.
- Education/activities provided outside school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the Pupil\Student is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition where it is an essential part of either the National Curriculum or a public examination syllabus being followed by the Pupil\Student. This does not include additional tuition provided at the request of the Pupil\Student's Parent/Carer.
- Transport of registered Pupil\Students to or from premises where the Headteacher or Trust has arranged for Pupil\Students to be educated at premises other than the school. Transport provided in connection with an un-chargeable educational visit.
- Entry for a prescribed public examination or examination re-sit(s), if the Pupil\Student has been prepared for it at the school.

#### **Charges may/will be made for the following:**

- Any materials, books, instruments, or equipment, where the Pupil\Student's Parent/Carer wishes the Pupil\Student to own it.
- Optional extras (see Option Extras section for details)
- Music and vocal tuition in circumstances in accordance with DfE guidelines.
- Community facilities/lettings.
- Certain Early Years Provision
- Board and lodging for a Pupil\Student on a residential visit which is not part of the national curriculum or part of a syllabus for a prescribed public examination that the Pupil\Student is being prepared for at the school, or part of religious education.
- Public examination fees where the Pupil\Student has not been prepared for the examination by the school or where the Pupil\Student fails without good reason to meet the examination requirement for that syllabus.
- Examination re-marks where requested by the Parent and not supported by the school.

- Extended day services offered to Pupil\Students (for example breakfast club, after school clubs and supervised homework sessions).
- Damage to property and breakages.
- The provision of Training and Consultancy will be calculated with reference to the cost of delivery and market rates.
- The use of Trust premises is a chargeable item and is covered by a separate lettings policy for each School. For non-school based premises, charges will be applicable.

### **Optional Extras**

Charges may be made for activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional Extras include can:

- Residential trips/visits
- Extended day services (such as breakfast, After School Clubs or supervised homework sessions)
- Out of hours trips/activities
- Transport

### **Damage to property and breakages**

- Where property has been wilfully damaged by a Pupil\Student or Parent/Carer the full or part cost of repair or replacement may be charged to the responsible party.
- Where property belonging to a third party has been damaged by a Pupil\Student, and the school has been charged, all or part cost of repair or replacement may be charged to the responsible party.

### **Basis of charging**

In all instances where charging is in place, Parents/Carers will be advised in advance. Charges and terms will be clearly included within the activities paperwork.

Charges for activities are calculated based on the expected actual costs that will be incurred divided equally by the number of Pupil\Students participating. It will not therefore include an element of subsidy for any Pupil\Students wishing to participate in the activity whose Parents/Carers are unwilling or unable to pay. Should the required funding not be raised activities may be cancelled.

### **Remissions and concessions**

The school will give consideration to the remission of charges to Parents/Carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit.
- Pupil Premium allocation or free school meals

Application for remission or concession should be written to the Headteacher or if chosen by the Headteacher noted to ensure appropriate records are maintained.

The Headteacher (Executive) will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and Pupil\Students, and this will be determined by Headteacher.

Should any application for subsidy not be accepted then any charges will remain recoverable.

### **Voluntary contributions**

Voluntary contributions may be requested for general funds and/or to fund activities that will enrich our Pupil\Students education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear, if the activity is cancelled all monies paid will be returned to Parents. There is no obligation for a Parent/Carer to make any contribution and the school will in no way pressure Parents/Carers to make a contribution.

### **Surplus's made on a trip or activity**

Every effort is made to ensure the estimated cost of trips/activities is accurate and our policy is not to make a surplus. There may be occasions after making all associated payments a small surplus of funds remain, if this situation arises and the surplus is greater than 5% of the total trip cost and the calculated refund per person is greater than £10, refunds will be issued, otherwise any remaining funds will be retained and contributed to future activities.

### **Setting of rates of charges**

The School (Headteacher and Leadership) will consider the appropriateness of rates in their locality considering the principles set above. Any change of rate should be notified to the CFO before implementing for approval. Any activity that is considered to fall outside of this Policy should be notified to the CFO who will in turn ensure Trustees are fully informed. This should be well in advance of any activity. Any rates set for staff for optional extra's linked with their employment must be approved by the CFO.