



The Charter Schools Educational Trust

# Charging and Remission Policy

<b>Approved by:</b>	[Name]	<b>Date:</b> [Date]
<b>Last reviewed on:</b>	[Date]	
<b>Next review due by:</b>	[Date]	

### **The Charter Schools' Mission**

*To transform lives through the power of inclusive education.*

### **PRINCIPLES**

The Charter Schools Educational Trust believe that we should offer our pupils as many varied learning experiences as possible. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial circumstances. This charging and remissions policy describes how we do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### **PURPOSES**

Where visits are arranged that are an integral part of a particular syllabus parents will be asked to contribute towards the cost. However, legislation states that a pupil should not be debarred from compulsory visits if a parent is not able to contribute. In cases of family hardship, parents may apply, in confidence, to the Head Teacher for exemption from such contributions. However, we hope that parents will realise that a trip is not viable if sufficient contributions are not forthcoming.

For other activities which enhance pupils' learning experiences but are not compulsory elements of a particular syllabus, charges will be made. Such activities include music tuition, field trips, residential, overseas and activity trips, visits to businesses, concerts, galleries, and theatre visits. It also covers charges related to examination fees in specific cases. The table overleaf indicates the charges that will be made.

### **GUIDELINES**

Parents who are eligible for Pupil Premium will automatically receive a 30% discount on all non-essential trips and 50% on all essential trips. Parents will also be entitled to more significant discounts when participating in music tuition and the TCS Sports Academy. For further information on Pupil Premium eligibility please see the Pupil Premium statement on the Trust website or contact [finance@tcset.org.uk](mailto:finance@tcset.org.uk)

All families are invited to make a voluntary donation to the School Fund each year. It should, however, be emphasised that this is entirely voluntary and pupils will not be treated differently according to whether or not their parents/carers have made any contribution in response to this request.

Activity	Comment
Individual instrumental music tuition that is over and above the national curriculum, and/or an approved examination syllabus.	A charge will be made per annum. This will be reviewed when the charges made to the Trust by the music service increase. Any examination and accompanist fees are paid by parents. A scholarship is offered to pupils that are entitled to Pupil Premium at a heavily discounted rates. Parents/Carers will need to enter a contractual agreement to ensure their child's place.
Transport to work experience	Parents/Carers will pay directly (except pupils with an EHCP that specifically refers to transport).
Activities outside school time not related to statutory duties.	Charges will be levied. Pupil Premium discount applies. TCS Sports Academy offers a heavily discounted rate subject to annual review.
Board and lodging on residential visits.	Parents are to be charged, except in cases of statutory remission where families receive benefits. Pupil premium discount applies.
Re-scrutiny of exam results.	Parents to pay all charges. Refunds apply with any successful application.
Exam entry for prescribed exam for which pupils have not been prepared by school.	Parents to pay all charges.
Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	A charge will be made.
Recovery of wasted exam fees.	Parents to be charged.
Compulsory educational visits and field trips.	Parents will be asked for a voluntary contribution. Pupil Premium discount applies.
Wilful damage or vandalism	Parents to be charged for repair or replacement.
Parental Contributions	Parents will be asked for a voluntary contribution.