



## Charging and Remission Policy

Policy approved by the Trust Board  
30<sup>th</sup> March 2017

Signed:

A handwritten signature in black ink, appearing to be 'N Miller', written over a faint watermark of the Upton Court logo.

Mr N Miller Chair of Trust Board

Date: 30<sup>th</sup> March 2017

To be reviewed March 2018

## Charging and Remission Policy

### Introduction

The policy of the Board of Trustees of Upton Court Educational Trust is to provide free education for all attending pupils. This policy is implemented within the letter of the law, and also embracing the spirit of it. The Board of Trustees has, therefore, set up a charging and remissions policy for certain activities in the Trust. This will be reviewed annually.

### Charging Policy

Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a pupil should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the Executive Principal/Headteacher/Head of School for exemption from such contributions. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

There may be occasions when an organisation other than the LA, the Board of Trustees or the Local Governing Bodies arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided. If payment is not made the students must attend school as normal.

We believe that the Trust's Schools should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences. For other activities such as music tuition, field trips, concert and theatre visits Annex A indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

### Remission Policy

Parents or carer's who are in receipt of the following benefits are exempt from paying charges.

- Universal credit in prescribed (as directed by Government legislation) circumstances
- Income Support
- Income-based Jobseeker's Allowance
- Support under part 6 of the Immigrations and Asylum Act 1999
- Child Tax Credit, provided that the family's income as assessed by HM Revenue and Customs does not exceed certain limits.
- The guarantee of State Pension Credit
- An income related employment and support allowance

### Payment

All payments, including dinner money, should be paid through parent pay.

## Annex A: Charges by Activity

Activity	Comment
<b>Secondary Schools</b>	
Transport to Work Experience	Parents will pay directly (except pupils where an Educational Health Care Plan refers to transport).
Re-scrutiny of exam results.	Parents to pay all charges.
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.	Parents to pay all charges.
Recovery of wasted exam fees.	Parents to pay all charges.
Any retake of an examination at GCSE, AS or A level at parents' or student's request	Parents to pay all charges.
<b>Secondary and Primary Schools</b>	
Individual Instrumental music tuition that is over and above the National Curriculum, and/or an approved examination syllabus.	A charge will be made per lesson, This will be reviewed when the charges made to the school increases. Any examination fees are paid by parents.
Activities outside school time not related to statutory duties.	Charges will be levied and explained to parents in an information leaflet or letter to parents
Board and lodging on residential visits.	Parents are to be charged. Except in cases of statutory remission where families receive benefits.
Damage to any school property by a student	Parents will be asked for a contribution to the cost of the damages caused by their son/daughter. The contribution will be decided by the Executive Principal/Headteacher/Head of School in consultation with the Director of Facilities and Resources.
Any damage caused by a student on a school trip	Parents will pay all costs of the damage caused by their son/daughter
Educational visits and field trips.	Parents will be asked for a voluntary contribution.

The list itemised above is not exclusive; where there are scenarios which are not covered by this policy, the Executive Principal/Headteacher/Head of School will use their discretion in setting the appropriate charging policy.