



Our vision is to be stronger together, transforming lives and  
creating memories which are celebrated for a lifetime

## **CHARGING & REMISSIONS POLICY**

### **Introduction**

The Board of Trustees and Local Governing Bodies (LGB's) recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term 'parents' means all those having parental responsibility for a child.)

### **Charging**

The Board of Trustees and/or LGB's reserves the right to make a charge in the following circumstances for activities organised by the MAT schools:

- School trips and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses. Any income received in excess of £10 or more per student which is not required to cover the trip will be refunded to parents.
- Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad taking place at weekends and during holidays, which are deemed to be optional extras.
- The cost of materials, ingredients etc. which may be required for some curriculum subjects.
- Acts of vandalism and negligence: The Board of Trustees/LGB reserves the right to recover part, or the whole cost, of damage to buildings or equipment, which is the result of vandalism or negligence by a student.
- Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which a MAT school has paid an entry fee, the Board of Trustees/LGB may seek to recover the fee from the parent.
- An administration charge may be made for copies of policies or documents requested to cover the costs incurred by the school.
- There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the individual MAT school.

## **Pocket Money – Ridgeway School**

Weekly voluntary contributions are requested towards special activities, short trips out and snacks. The amount requested is £2.50 per week per child and maybe paid, weekly, half termly or termly. The actual spend of pocket money is recorded by class and checked by the Ridgeway school office. Where a child may be unable to pay the voluntary contribution requested because of financial hardship, consideration may be given to reducing the voluntary contribution expected and/or any shortfall may be met by the School.

## **Remissions**

Where the parent of a student is in receipt of qualifying state benefit(s), the Board of Trustees/LGB will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Board of Trustees/LGB may remit charges in full or in part to other parents after considering other specific hardship cases. The Board of Trustees/LGB invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal/Headteacher will authorise remission in consultation with the Chair of the LGB.

## **Insurance**

Any insurance costs will be included in charges made for trips or activities.

## **Voluntary contributions**

Nothing in this policy statement precludes the Board of Trustees/LGB from inviting parents to make voluntary contributions.

## **Refunds**

Where the published cost of a trip / activity is more than the actual cost of a trip / activity and a refund of £10 or more per student can be made, refunds will be offered back to the person who made the payment using the same means of payment.

When a student leaves a school and there is a balance on the catering account of £5 or more a refund will be offered back to the person who made the payment using the same means of payment.

## **Treatment of Students**

No student will be treated differently according to whether their parents have contributed.

## **Cancellation of Activities**

The school may have to cancel activities in the event that a request for payment or voluntary contributions are inadequate in relation to the cost of the activity.

### **Monitoring, Evaluation and Review**

Every charge made by the school, shall be approved by the Principal/Headteacher who shall monitor the process for consistency and fairness.

The Board of Trustees will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the MAT.