



Trinity

Charges and Remissions Policy

Date Governor Approval	Date of next review	Notes
November 2023	November 2024	



LEARNING — LOVING — LIVING

Trinity Governing Body is required by law to publish a policy on charging for school activities. The Education Act 1996 establishes the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time. Exceptions to this general statement are as follows.

- Individual tuition for playing a musical instrument may be charged provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
- Where parents have indicated that they wish to have the finished product from a particular lesson, e.g. individual craft items, pottery, needlework, or cookery, a charge may be made to cover materials.
- For all residential visits deemed to be within school hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made, except for families in receipt of family credit or income support.
- Optional visits or activities occurring outside of school hours may be charged for in full.

Within the Education Act, it is possible for schools/academies to ask for voluntary contributions from parents. The Governing Body has, therefore, approved the following:

- Voluntary contributions can be invited from parents towards the cost of the school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
- Parents not wishing to make a voluntary contribution in whole or part but wishing their child to be included must make the fact known directly to the Executive Headteacher, who will treat any such approach in the strictest confidence.
- School visits and activities will be planned in advance, and if sought, voluntary contributions will usually be invited through individual letters to parents. The letter asking for support will outline the proposed visit, cost, educational value and its relationship to the school syllabus.
- If insufficient voluntary contributions are received and the Executive Headteacher considers the trip not to be financially viable, then it will be cancelled, and any monies received will be returned.

Within the school's disciplinary code, compulsory charges may be made by the school for:

- Replacement of broken windows or fittings, defaced or damaged textbooks, or any other damage or loss resulting from pupils' bad behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.

Unpaid charges that are legally recoverable will also be recouped, together with resultant costs, as a civil debt. Any amendments to this policy will be made if and when necessary.

Children whose parents are in receipt of certain 'support' payment may be eligible for further remissions. Please contact the Bursar for further information.

This policy will be reviewed annually.