



# Bright Futures

EDUCATIONAL TRUST

The best *for* everyone, the best *from* everyone

## Charging and Remissions School Policy Template

This is a template for Bright Futures' schools to adapt for their specific setting

**Date of Template Policy**

Template Approval: Feb 21

Owner of Policy: Chief Operating Officer

Authorised By: Executive team

Policy Review Date: February 2023

Distribution: Principals/Heads of School  
and Finance staff

## **(insert the name of the school) Charging and Remissions Policy**

Bright Futures Educational Trust's<sup>1</sup> Strategy underpins all aspects of this policy and the way in which it will be applied. These elements are:

- Our vision, the best *for* everyone and the best *from* everyone;
- Two of our values; Integrity: We do the right things for the right reasons, and Community: we work together for a common purpose acknowledging our diversity as strength;
- Five of our commitments: Collaboration and strong relationships; supportive, challenging and fair; strong governance and accountability, united behind decisions and effective communication.

### **What is the Policy for?**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities. The policy identifies activities for which voluntary contributions may be requested, where charges will be made and where charges will not be made.

### **Who is the Policy for?**

The policy applies to all aspects of the work of **name of school** and should be adhered to and promoted by all employees, those working under contract to the school and local governors.

### **Policy Standards**

Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the Bright Futures' inclusive values and the legal framework.

We aim to ensure that no student is disadvantaged or excluded from activities organized by the school because of their financial or socio-economic circumstances.

#### Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

### **Charging**

#### **We will not charge for:**

Charges are not made for admission applications or activities that take place during core school hours. These activities include: -

- All aspects of the national curriculum.
- Anything required as part of the specification for a prescribed examination.
- Examination entry fees for public examinations for which registered students are being

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<sup>1</sup> Referred to at the 'Trust' or 'Bright Futures throughout

prepared at the school, including re-marks and re-sits where the school has requested that these take place.

- The provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for. However, parents/carers may be asked to contribute voluntarily towards the costs of materials (e.g. design technology, textiles) or ingredients (e.g. food technology) where the finished product will then be owned by the student.
- Non-residential school trips and visits that take place substantially (50% or more) during school hours. A contribution towards the costs may be requested but parents/carers are under no obligation to contribute.

### **Work experience**

- The costs of travelling to and from home when students are on work experience are normally met by parents/carers. If this presents any difficulty, parents/carers should inform the school.

### **Voluntary Contributions**

#### Trips and Activities

- Where charges are not made but where contributions need to be requested to ensure financial viability of the trip or activity, information sent out to parents will include the following statement:  
*'No student will be denied participation on the grounds that a contribution has not been made on their behalf. However, please be aware, if insufficient contributions are made we will be unable to proceed with the trip.'*

#### School Fund

- Contributions to the School Fund or Capital Fund are requested from parents/carers. These contributions are purely voluntary and a student will not be excluded from any activity because their parents/carers have not contributed.  
The donations for the school fund are used to fund items such as: *schools to add examples*

### **Activities for which part or full charges may be made**

- Residential School Trips
- Musical instrument tuition (*School to add other categories, e.g. speech/drama tuition*)
- Certain fees associated with public examinations
- Photocopying for private use
- Cost of damages

## Residential School Trips

- The board and lodging element on school trips can be charged for whether or not the trip has occurred within school hours or whether or has taken place to fulfil the requirements of the national curriculum or as part of a prescribed syllabus.  
If more than half of the trip takes place outside school hours, the remaining costs may be charged for in full.
- If a student or parent/carer requests a review of marking, a re-sit or a copy of an examination script, a charge will be made to the parent/carer to cover costs. This amount will include any relevant fee charged by the examining body, any additional invigilation costs plus an administration fee.
- If a student wishes to sit an examination for which they have not been prepared at the school, a charge will be made to cover costs. This amount will include any relevant fee charged by the examining body, any additional invigilation costs plus an administration fee.
- If there is a request comes from another school to sit one or more of their students for an examination at the school and it is agreed, all costs associated with the examination plus an administration fee will be charged to the parents/carers of those students.

## Photocopying/Printing

All photocopying/printing costs associated with provision of the curriculum are met by the school. Voluntary contributions to support the provision of resources may be requested from parents/carers on occasion.

(Insert any arrangements for allowing students an allocation for copying/printing)

## Cost of Damages

These include any wilful damage to the fabric of the school premises (such as a broken window) and the defacing, loss or breakage of books or classroom equipment. Particularly in cases where damage is caused by carelessness, unacceptable behaviour or an intention to break equipment or the fabric of the building, parents/carers will be asked to pay the cost of repair or replacement. Such charges may be reduced or waived on an individual basis if this is deemed to be appropriate based on the individual circumstances.

## Insurance

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

## Remission of Charges

- If a year group or curriculum residential activity takes place largely during school time, no

charge will be made for students in receipt of pupil premium (or sixth form bursary).

- In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the school invites parents/carers to apply in confidence for the remission of charges in part or in full. Any concessions made will be at the discretion of the Principal/Head of School