



## CHARGING & REMISSION POLICY

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## 1. General Principles

Aspire Schools Trust (the Trust) is committed to the principle of free education and believes that central to this is an entitlement to a broad range of curriculum opportunities and experiences. Full details can be found in the Department for Education's [Charging for School Activities](https://www.gov.uk/government/publications/charging-for-school-activities) document.

<https://www.gov.uk/government/publications/charging-for-school-activities>

## 2. School Activities

Schools may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this should be made clear to parents/carers at the outset. It must also be made clear that there is no obligation to make a contribution.

No child should be excluded from an activity simply because their parents/carers are unwilling or unable to contribute. If insufficient voluntary contributions are raised for an activity or the school cannot source sufficient funds from another source then it must be cancelled.

Any charge made in respect of individual pupils must not include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

## 3. Transport

Schools can charge for transporting registered pupils to or from the school premises, where the local education authority has no statutory obligation to provide transport. Where private home to school transport is available parents/carers must apply for a place by completing the School Transport Parent Contract. Charges for the provision of private home to school transport are reviewed on an annual basis.

## 4. Examinations

Schools may charge for examinations in the following circumstances:

- a) where the school enters the student but where their preparation has been through private tuition or, in the case of re-sits the student has received no further preparation since the earlier examination;
- b) where a pupil is entered for non-prescribed examinations for which students are being prepared with the parent/carers agreement;
- c) where the parent/carer asks for the examination result to be re-scrutinised or asks for photocopies of completed scripts; or
- d) where the school recovers wasted examination fees if a student fails, without good reason, to complete the examination requirements.

## 5. Optional Extras

Schools can charge for some activities that are known as 'optional extras', these include:

- any materials, books, instruments, or equipment, where the pupil's parent/carer wishes their children to own them.
- music or vocal tuition that is not required as part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and has been provided at the request of the parent/carer.

## **6. Breakages to school property**

The Trust reserves the right to seek reparation from parents/carers where their children cause breakages or damage to school property.

## **7. Remissions**

In certain 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, academies within the Trust may invite parents/carers to apply in confidence for the remission of charges in part or in full.

## **8. Refunds**

Where an activity makes a surplus then parents/carers will be offered a refund where the sum involved per student might reasonably be expected to be refunded. As a guideline, for activities with a surplus balance of £5.00 or more per pupil, an automatic refund will be processed. The Trust reserves the right to offset any refunds due for an activity against any outstanding charges owed to the Trust by the pupil and/or their parent/carer.

Payments made will not be refunded where costs have been incurred by the school.

## **9. Lettings**

Schools are allowed to provide facilities that can be used by the local community. Schools can charge for the use of their facilities, and a profit can also be generated, providing it is spent on the purpose of the school and on community facilities. The scale of charges will be determined annually and will be available in the school's Lettings Policy.