



# Charging & Remissions Policy

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## Key Document Details

School Name:	The White Horse Federation - all schools	Ratified date:	December 2019
Version no:	2.0	Interim review date	n/a
Author:	I Jones	Next review date:	December 2020
Owner:	I Jones		
Approved by:	Quality Manager/CEO		

## Overview

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

The federation will not charge for:

- Admission application;
- Education provided during school hours, or out of school hours if part of the curriculum;
- Music tuition if part of the curriculum.

The federation may charge for:

- Optional extras, including education outside school time that is not part of the curriculum;
- Board, lodging and other trip related costs for a pupil on a residential visit;
- Materials, resources or equipment within the optional extra;
- Staffing costs related to the optional extra.

Charges must not subsidise another pupil, or exceed the actual cost of materials and administration time as appropriate. Costs will be set by the trust and will be documented to ensure any cost incurred is fair and transparent.

## Federation activities/visits/events

- Voluntary contributions may be requested to cover the cost of federation activities;
- No child will be excluded from activities/visits because the parent may be unable to pay/refuse to contribute;
- The federation reserves the right to cancel any activities/visits where income is insufficient to cover the cost;
- Analysis of federation trips will be recorded by the Central Finance Team.

## Residential visits

- The price for residential visits are calculated on the cost of travel, board and lodging and excursions during visit;
- The federation may subsidise the visit;
- Those eligible are exempt from paying the cost of board and lodgings only (eligibility is currently aligned with free school meal eligibility criteria – this information must be made clear in correspondence to parents);
- The federation may remit charges in full or part to other parents after considering specific hardship cases, parents must in the first instance, discuss this with the school Principal. The Principal will authorise this in consultation with the Regional Director.

### **Music Tuition**

- Peripatetic teachers offer individual music/vocal lessons to pupils, all charges are made directly to parents from each tutor.

### **School uniform**

- The cost of purchasing uniform is met by the parents.

### **Loss of and Damage to School Property**

- The federation reserves the right to recover part or all of damage to property or equipment which is caused by a Students actions, whether resulting in a deliberate act or not.
- The cost will also include the additional cost associated with administration and functional department time need to rectify or replace lost equipment or materials.
- The cost may also include; time spent in administration and time used to replace the loss or damaged item and reflects the degree of accountability and responsibility of students being provided equipment.

### **Lettings charges**

- All charges will be in line with the TWHF Lettings and Community Use Policy;
- School budget income will not be used to supplement costs related to lettings.

### **Telephone / Photocopier Charges**

- Staff are required to pay for telephone calls and photocopying unrelated to federation business at an appropriate rate.

All monies received as income for the above must be recorded and is subject to usual financial procedures, internal and external audit.