CHILTERN LEARNING TRUST

# CHARGING AND REMISSIONS POLICY

| Date Agreed | Body | Review Date |
|---|---|---|
| December 24 | Board of Trustees | December 2025 |

## 1. INTRODUCTION

1.1 Chiltern Learning Trust policies are designed to support the ethos, aims and vision of the Trust as outlined in our Strategic Intents.

## 2. RATIONALE

2.1 The Trust wants all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by DfE guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.

2.2 This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

| | | |
|---|---|---|
| 1 | Admissions | No charge will be made for admission. |
| 2 | School meals | No charge will be made for pupils entitled to free school meals. |
| | | We will charge all pupils, except KS1 pupils (who are entitled to a free school meal regardless of free school meals eligibility), not entitled to free school meals an amount determined by the catering provider or governing body of the school, as appropriate. |
| 3 | Public examinations (High School only) | No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school. |
| | | Where supported by school, we will not charge parents for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school. |
| | | Where supported by school, we will not charge parents the entry fee if the examination is not on the set list, but school has arranged for the pupil to take it |
| | | We may charge parents the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Headteacher. |
| | | We may charge parents the examination fee if a pupil /parent wishes the pupil to re-sit the examination where the school originally paid the entry fee. This will be decided by the Headteacher. |
| | | We may charge parents the cost of remarking examination papers if a pupil/parent wishes it to be remarked. This will be decided by the Headteacher. |

| | | |
|---|---|---|
| 4 | Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day) | No charge will be made for activities provided during school hours (with the exception of music tuition – see Section 8). |
| | | No charge will be made for transport during school hours e.g. to swimming. |
| | | A charge may be requested to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product. |
| 5 | Activities for pupils that take place outside school hours (non-residential) | Trips which take place mainly out of school hours are chargeable.<br><br>No charge will be made for an activity that takes place outside school hours when it is:<br><br>● a necessary part of the curriculum<br>● part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school<br>● part of the school's basic curriculum for religious education |
| 6 | Activities that take place **partly** during school hours either on or off site (non-residential). | Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4. |
| | | If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 5. |
| 7 | Residentials | Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.<br><br>*Board and lodging*<br><br>We will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging.<br><br>*Travel*<br><br>If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although a voluntary contribution may be sought. |

| | | |
|---|---|---|
| | | Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).<br><br>*Activities on residential*<br><br>If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 5). |
| 8 | Music tuition within school hours | No charge will be made if the music tuition is an essential part of the pupil's curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc). |
| | | No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc). |
| | | We may charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils (High School only). Charges will be determined by the Headteacher or their representative and the local governing body and may vary depending on size of group, length of lesson and type of instrument. |
| 9 | Damage to property and breakages | We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher or their representative.<br><br>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher or their representative. |
| 10 | Remissions and concessions | Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of |

| | | |
|---|---|---|
| | | charges for board and lodging costs during residential school trips. |
| | | We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Local Governing Body, advised by the Headteacher or their representative. The circumstances in which concessions are applied will be reviewed regularly. |
| 11 | Family Contributions | Contributions may be invited for trips which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements |