



WICKERSLEY
PARTNERSHIP
TRUST.

Charging & Remissions Policy

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OWNED BY: CFO

APPROVED BY: Trust Board

WICKERSLEY PARTNERSHIP TRUST

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Contents

1.	Introduction	3
2.	Aims	3
3.	Legislation & Regulation	3
4.	Charging	3
5.	Materials, Equipment & Ingredients	3
6.	Music Tuition	3
7.	Charging for Residential/Trips Activities	4
8.	Examination Fees	4
9.	Optional Extras	4
10.	Community Users	5
11.	General	5
12.	Remissions	5
13.	Training	6
14.	Responsibilities	6
15.	Insurance	6
16.	Voluntary Contributions	6
17.	Monitoring, Evaluation & Review	6

Appendix A – Application for Remission from Charges or School Uniform Support

This policy does not form part of the contract of employment and from time to time may be altered following consultation and negotiations with recognised Trade Unions. Any changes will be communicated to employees with reasonable notice. The policy may vary from time to time on a case-by-case basis in consultation and agreement with Union Representatives.



1. Introduction

- 1.1 Wickersley Partnership Trust (hereafter known as WPT) recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make students' all round educational experience and their personal and social development.
- 1.2 WPT aims to promote and provide activities both as part of a broad and balanced curriculum for the students of the schools and as additional optional activities.
- 1.3 While wishing to promote and provide as broad a range of such activities as possible or the benefit of all students, WPT reserves the right to make a charge for certain activities organised by the school/Trust from time to time.

(Throughout this policy, the term "parents" means all those having parental responsibility for a student.)

2. Aims

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

3. Legislation and Regulation

- 3.1 The legislative and regulatory basis for charging and remissions is contained within:
 - Sections 449 – 462 of the Education Act 1996
 - The Charges for Music Tuition (England) Regulations 2007
 - S27(1) The Education Act 1996

4. Charging

- 4.1 The Trust reserves the right to make a charge for the following circumstances for activities organised by the School/Trust:

5. Materials, Equipment and Ingredients

- 5.1 WPT reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours, for example during design and food technology lessons for students. This will be at the discretion of the school.
- 5.2 It is the responsibility of parents to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary and optional. (It remains the parent's responsibility to supply school uniform, including PE Kit).

6. Music Tuition

- 6.1 The school can charge for individual/group tuition in the playing of a musical instrument, including vocal tuition, whether in or out of school hours, unless it is provided as part of the GCSE examination specification for a prescribed public examination or is required by the National Curriculum.

- 6.2** Any such tuition must be delivered at the request of the parents. The costs of music tuition will not exceed the cost of providing it, including, amongst other things, the cost of providing a music teacher/tutor, manuscripts and instruments.
- 6.3** In all cases where a permitted charge is likely to be made the parents must be told the amount in advance.

7. Charging for Residential/Trips Activities

- 7.1** If the activity is during school hours, charges will be made for the board and lodging element of such activities only, if applicable.
- 7.2** Parents will be notified in advance of any such activities and their estimated cost and parents' consent will be obtained for a student's participation in any such activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each student.
- 7.3** All such charges will be made in line with government guidelines and will take into account the circumstances of parents.
- 7.4** The school reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions.
- 7.5** If the parent cancels the trip/visit, the Trust reserves the right to charge the parent the costs incurred by the school.

8. Examination Fees

- 8.1** No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the school. If a student fails without reasonable cause to complete the examination requirements, any second attempt of a public examination for which the school has paid the entry fee, the fee involved will be recovered from the student's parents.
- 8.2** Where a student and their parents wish to enter a public examination for a subject/course not delivered by the school, a charge for the cost of entering the student for the examination may be made if previously agreed by the parent.
- 8.3** The school will review which students did not reach their potential grade and decide which students should be re-entered for exams. Where the school has recommended a resit, this will be paid for by the school.
- 8.4** Parents can request to pay for a re-sit if the school has not already recommended for this to take place. In this circumstance, and where the school has not prepared the student for the examination, the school will have the right to charge for the exam entry fee.

9. Optional Extras

- 9.1** Optional extras can include:
- education provided outside of school time not part of the curriculum, part of religious education or in preparation for a public examination a student is being prepared for by the school
 - transport that is not taking a student to the school;
 - extended day services such as breakfast and after school clubs

- 9.2** The school endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents will be notified in advance of any such activities and their estimated cost. Parent consent will be obtained for a student's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants.

<http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III>

This charge will not exceed the total cost of providing the activity.

- 9.3** Where such an activity is provided to fulfil any requirements specified by a GCSE examination specification for a prescribed public examination or is required by the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra'.

10. Community Users

- 10.1** The Trust/School may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs (see Lettings Policy).

11. General

- 11.1** WPT may from time to time amend the categories of activity for which a charge may be made, within the confines of the legislation.
- 11.2** Nothing in this policy statement precludes WPT from inviting parents to make a voluntary contribution towards the cost of providing education for students.
- 11.3** The School/Trust reserves the right to recover part, or the whole cost, of damage to buildings or equipment of which is the result of vandalism or negligence by a student.

12. Remissions

- 12.1** Parents may apply to WPT for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case-by-case basis.
- 12.2** WPT may from time to time decide to remit all or part of the cost of activities involving students. This will be at the discretion of the Headteacher of the school. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made.
- 12.3** When arranging a chargeable activity, WPT will invite parents to apply in strictest confidence for the remission of charges in part or in full. To qualify for help, parents must complete the Application for Remission form (see appendix A) and forward it to the Trust Finance Team (e-mail; finance@wickersleypt.org) and, if requested, provide proof of their income or benefit.
- 12.4** Authorisation of remission will be made by the Headteacher and/or CFO. All parents, however, will have the right of appeal to the school, normally represented by the CFO. The Trust may remit charges in full or in part to parents after considering financial support applications. The Trust invites parents to apply, in the strictest confidence, for the remission of charges in part or full incurred by the student's school. The Headteacher will authorise remission.

- 12.5** Parents of students who are in receipt of the following support payments will, in addition to having free school meals entitlement, also be entitled to the remission of charges:
- Universal Credit
 - Income Support;
 - Income-based Jobseeker's Allowance;
 - Support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the sum given in the Revenue and Customs rules;
 - Guaranteed State Pension Credit.
- 12.6** In the case of uniform support, or other chargeable activities, remissions will be at the discretion of the Headteacher at the school.

13. Training

- 13.1** The Finance Team will be trained in the process for charging remissions as part of their standard scheme of work.

14. Responsibilities

- 14.1** The following responsibilities apply in relation to this policy:
- Board of Directors – has overall responsibility of the application for this policy and its approval.
 - Finance committee have the responsibility of monitoring the implementation of the policy.
 - Chief Financial Officer – has the responsibility to implement and ensure the policy is legally compliant and tailored to WPTs circumstances.
 - Headteachers/Local Governing Body – have responsibility to follow (adhere to) the policy and apply it in their school.
 - Teachers/school administrators – have responsibility to understand the policy and explain its application to parents as appropriate.

15. Insurance

- 15.1** Any insurance costs will ordinarily be covered under the school policy. Where any additional premiums are due for any specific activity, the cost will be included in charges made for trips and activities.

16. Voluntary Contributions

- 16.1** Nothing in this policy statement precludes schools from inviting parents to make voluntary contributions. The school should make clear that such contributions are voluntary, that the student of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

17. Monitoring, Evaluation and Review

- 17.1** The Trust will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout all schools.

This policy links with our policies on:

- Lettings



Appendix A – Application for Remission from Charges or School Uniform Support

Date:		Name of Student:	
		Name of School:	
Name of Parent:		Signature of Parent:	
		Date:	
Activity/Funding Required for:		Total Cost:	
Reason for Application/Circumstances:			
To be completed by the Academy:			
Granted/Not Granted:			
Amount and Breakdown of Subsidy Granted:		Approved by:	
Time Given to Pay:		Date:	
Can this be funded from activities for all grant?		Other funding/budget area?	
Distribution List (if applicable):			
Finance Office:		Headteacher:	
Trips Leader:		Other:	





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