





Under its Funding Agreement, the Trust is required to comply with sections 450-457 and 459-461 of the Education Act 2002. Section 459 requires schools to determine a policy setting out the circumstances in which the school will charge for certain activities, and the remissions which are available for those charges. The policy regarding charges and admissions must be kept under review. This charging and remissions policy has been adopted by the Trust in line with that requirement.

The Trust recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards personal and social education. The Trust aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

The general principle within the Act is that no charge will be made for education provided by the School during school hours, or education provided outside school hours which is part of the national curriculum, a syllabus for a prescribed examination for which the student is being prepared by the School, or part of statutory religious education.

In addition, the school will not charge for any books, materials, instruments, equipment, or transport for use in connection with any education provided during school hours, or outside school hours in the circumstances set out in the paragraph above.

There are, however, exceptions to this general rule which set out the circumstances in which the School may make compulsory charges set out below.

The School is permitted, and intends, to make compulsory charges to meet the costs of the following:

- The cost of board and lodging on all residential trips regardless of whether they take place during (or mainly during) school hours or outside (or mainly outside) school hours (unless statutory remission applies);
- All costs associated with activities, trips and visits which take place outside (or mainly outside) school hours and which are not part of the national curriculum, a syllabus for a prescribed examination for which the student is being prepared by the School, or part of statutory religious education;
- Tuition in playing a musical instrument (including the hire of musical instruments) or vocal tuition where the tuition is provided at the school;
- Entering a student for a public examination which is not a prescribed examination,



place during or outside school hours. Where applicable, this will be confirmed in the letter sent to parents.

In accordance with the Act, the Trust will not pass on charges to eligible parents where the charge is for board and lodging on residential visits which either take place during (or mainly during) school hours, or are provided as part of the national curriculum, the syllabus for a prescribed examination or statutory religious education.

For the avoidance of doubt, statutory remission is available for the cost of board and lodging for visits which take place outside (or mainly outside) school hours.

Eligibility criteria for families are aligned with free school meals eligibility criteria.

The School may set up a Support Fund to assist parents in paying the cost involved for activities, trips and visits etc.

The terms of the Support Fund will be decided by the School.

Complete confidentiality will be observed at all times.

In order to assist parents with budgeting, the School will consider allowing parents to make payments under this policy by instalments, provided that all instalments have been received before the element of the activity, trip or visit to which the instalment relates must be paid by the School.

Where instalments are offered, this will be set out in the letter to parents, together with confirmation as to which element of the cost each instalment relates. Where a combination of compulsory charges and voluntary payments have been requested, the instalments will be structured so that the voluntary payments are made first, followed by the compulsory charges.

Where some instalments are received, and further instalments are not forthcoming, the School will not refund any part of the payments received for which refunds cannot be obtained by the School from the provider of that element of the activity, trip or visit.

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