Special Partnership Trust

CHARGING & REMISSIONS POLICY

Date Last Reviewed: September 2026

Review Date: September 2027

Special Partnership Trust

The Special Partnership Trust - Charging & Remissions Policy

Our Special Partnership believes that all pupils should have an equal opportunity to benefit from school activities and visits, both curricular and extracurricular, regardless of their parents' or carers' financial means.

We recognize the invaluable contribution that additional activities such as school or class visits to various establishments and educational visitors to the school can make towards the pupils' personal and social education and underpin some of the key aims of curriculum delivery. No activity will be undertaken unless it is considered to be of value to the children.

Principles:

1.1 The principles underlying this policy are as follows:

That education in schools should be free.

That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.

That there is no statutory requirement to charge for any form of education, but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.

The school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Purpose:

2.1 This policy is drawn up in accordance with the requirements of section 457 of the Education Act 1996, as amended by section 200 of the Education Act 2002.

3. Guidelines:

3.1 The Trust policy for charging is as follows:

3.1.1 No charges will be made for:

Education provided during school hours (including the supply of any materials, books, instruments, or other equipment).

Education provided outside of school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education.

Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.

Education provided on any trip that takes places during school hours.

Education provided on any trip that takes place outside of school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education.

Supply staff to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Transport provided in connection with an educational trip during school hours, or with education that is part of the National Curriculum or basic curriculum for religious education, will not be charged for where the law requires it to be provided free of charge.

3.1.2 Activities for which charges may be made:

The school may invite voluntary contributions towards the cost of ingredients, materials, and equipment where parents have expressed the wish in advance to have the finished product.

The school may make charges for breakages and damage to property.

The school will charge the full cost to re-sit any prescribed public examination where no further preparation has been provided by the school.

Sums payable by parents for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts.

Activities outside of school hours:

Non-residential activities (other than those listed in 3.1.1 above) which take place outside of school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential activities:

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see 3.1.4 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside of school time (other than those activities listed in 3.1.1 above).

Music tuition:

Music tuition for individuals or groups of up to four pupils.

Voluntary payments:

Voluntary payments will be sought for activities such as day trips. Contributions will be genuinely voluntary, and pupils will not be excluded or treated differently because their parents or carers do not pay. Our Special Partnership is firmly committed to equality and diversity and, where a school or class educational visit goes ahead, it may include pupils whose parents or carers have not paid any contribution.

Where necessary, voluntary contributions will be calculated to include subsidies for low-income families and the costs of travel by accompanying teachers and staff. Where an activity is proposed, it will be offered to a distinct group, such as a class or year group, and not only to pupils whose parents or carers have shown a willingness to pay. Parental agreement will be obtained before any charge is made. Activities for which a charge may be made, except board and lodging for residential trips, are regarded as optional extras. Charges will not exceed the actual cost per pupil of provision.

Voluntary contributions will be used to:

- support contributions to charities
- ensure that educational visits continue to enrich the curriculum

Parent/careers may therefore be invited to make a voluntary contribution for the following:

- Educational visits/trips which take place outside school hours
- Any activity which takes place during school hours
- Class funds

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Activity or thing which will, or may be charged for:	**Notes:**	**Remitted, or help available:**
Charges will/may be made for any materials, books, instruments, or equipment where a parent wishes their child to own them.		None.
Charges will/may be made for music tuition.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or singing, where the tuition is an optional extra for an individual pupil, or groups of up to four pupils.	Remission of fees available for children of parents under *Category A* below.
Charges will be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost.	Remission for *Category A* below.
Clubs	Delivered by third parties only.	None.

3.1.3 Families qualifying for remission or help with charges:

To remove financial barriers from disadvantaged pupils, the Trustees have agreed that some activities and visits where charges can legally be made will be offered at no charge, or a reduced charge to pupils of parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the

right-hand column of the table above. Criteria for qualification for remission are given below.

3.1.4 Category A: Parents in receipt of:

a. Income Support.

b. Income-based Jobseekers Allowance.

c. Support under part VI of the Immigration and Asylum Act 1999.

d. Universal Credit in prescribed circumstances, where the pupil qualifies for free school meals or where current statutory guidance requires remission.

e. Guaranteed State pension.

4. Additional considerations:

The Trustees recognise their responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

All trips will be notified at least one month in advance.

We have established a system for parents to pay by instalments.

When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where possible.

5. Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to, or greater than, 50 per cent of the number of half-days spent on the trip, it is deemed to have taken place during school hours, even if some activities take place late in the evening.

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.