

Document Control	
Document Title CHARGING & REMISSIONS POLICY	
Version Number 01	Author(s) (Name & Job Title) Mrs. A. Johnson, CEO
Date Approved November 2017	Document Status Live
Effective Date November 2017	Approved By The Loxford School Trust Board of Directors
Superseded Version May 2017	Date of Next Review Summer Term 2022



LOXFORD
School Trust

THE LOXFORD SCHOOL TRUST CHARGING AND REMISSIONS POLICY

Approved by:	MR. D. LOW, CHAIR _____	Date: SUMMER TERM 2021
Last reviewed on:	SUMMER TERM 2021	
Next review due by:	SUMMER TERM 2022	

1. Introduction

- a. This Charging and Remissions Policy has been approved in accordance with s457 of the Education Act, 1996.
- b. This Charging and Remissions Policy will be available on line.

2. School Trips

- a. Day Trips: Individual trip costs will be charged at a rate in order for the trip to become cost neutral. If there are insufficient contributions the trip will not take place. Only the CEO or the CFO can approve for a particular trip to be School funded or places to be paid for from funds such as PP for educational trips only.
- b. Residential trips – Essential: For Residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed Examinations, a charge will be levied for board and lodging – subsidies may be made for such trips on approval of the CEO or the CFO.
- c. Residential trips – Non-essential: For Residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed Examinations:
- d. The School will charge a levy based on the full cost of the trip except in exceptional circumstances where less may

be levied on authorisation from the CEO or the CFO.

3. Examination Entries

- a. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- b. A charge will be levied in respect of examination entries for pupils where:
- c. The school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupils' parent/guardian wishes the pupil to be entered.
- d. In these circumstances, if the pupil subsequently passes the examination, the school will refund the cost.
- e. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- f. The charge levied in 3.1-3.3 above will be the cost of the Examination entry, plus any applicable Centre fee.

4. Music Tuition

- a. At present, levies are charged in respect of individual music tuition, and group music tuition up to and including 4 persons.
- b. No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil.
- c. No charge is levied to parents in respect of singing tuition during the school day (Education Act).
- d. No charge is levied when pupils study A level Music.
- e. Remission of fees is available when parents of pupils receiving music tuition are in receipt of Home Support, Family Credit or Jobseekers' Allowance.

5. Activities Outside School Hours

- a. No charge will be levied for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination except in certain circumstances as agreed by the CEO or the CFO.
- b. If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- c. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

6. Damage/Loss to Property

- a. A charge will be levied in respect of wilful damage, neglect or loss of school/Trust property (including premises, furniture, equipment, books or materials), the charge to be the full cost of replacement or repair, or such lower cost as the CEO or CFO may decide.
- b. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the full cost of replacement or repair, or such lower cost as the CEO or CFO may decide.

7. Voluntary Contributions

- a. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip, all trips are non-profit and will always only breakeven. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. (Trips may be considered non-viable and cancelled if there are too few voluntary contributions.)

8. Remissions Policy

- a. The CEO or the CFO may remit in full or part charges in respect of a pupil, if he or she feels it is reasonable in the circumstances
- b. The CEO or the CFO may decide not to levy charges in respect of a particular activity, if he or she feels it is reasonable in the circumstances.

9. Lettings

- a. Charges for external lettings differ from establishment to establishment within the Trust based on differing locations, facilities, demand and supply.
- b. Charges are to ensure that there is as a minimum zero cost to the school. The aim is to make profit for the school on lettings.
- c. Full lists of fees and charges can be obtained from the Lettings Administrator at each Trust site.
- d. Individual fees and charges are not listed here due to seasonal variation in pricing and planned closures.

10. Charging and Remissions Policy - Explanatory Notes

- a. The Charging Policy should be re-considered each year.
- b. It is a statutory requirement for a Charging and Remissions Policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential trips if the parent/guardian of a pupil is in receipt of Income Support, Family Credit, Income Based Jobseekers Allowance (payable under the Jobseekers Act, 1995) or Disability Working Allowance.
- c. The Charging and Remissions Policy must be agreed by the Directors of the Trust; it cannot be delegated to a Committee or the CEO.
- d. The statutory requirements only apply to charges made by the Trust or the LA; they do not apply to charges to pupils or their parents/guardians made by other persons (e.g. Travel Firms).