



**THE LEARNING TRUST**  
NURTURING • AMBITION • EXCELLENCE

**Charging Policy**

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Finance/Resources Committee

Author: LC

Approved by the Governing Body March 2020

Reviewed by Author March 2021

Reviewed by Author March 2022

Approved by the Trustees 22 March 2022

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Approved by the Trustee Board 28 March 2023

Reviewed by LC February 2024

Approved by the Trustee Resources Panel 13 March 2024

## CHARGING POLICY

It is the policy of the Trustee Board:

- To make the appropriate charge to parents/carers for all costs to run school visits, including but not limited to: transport, board and lodging requirements on residential visits and the transport and admission costs for non-residential visits or trips. Discounts will be offered from visit charges for students for whom the school receives Pupil premium or who fulfill the criteria to receive 16-19-year-old student funding (bursary).

Except in the case of activities that fulfil any requirement of the syllabus for a prescribed public examination or of the National Curriculum, the cost of activities that take place wholly or mainly outside normal school hours must be met in full by parents. From time to time the cost may be reduced by fund raising or by subsidy from school budgets or by discounts offered from charges for students for whom the school receives Pupil premium or who fulfill the criteria to receive 16-19-year-old student funding (bursary).

- To request voluntary contributions from parents to fund school activities taking place wholly or mainly during school hours which can only run if there is sufficient voluntary funding, whilst ensuring that no student is debarred solely by the inability or unwillingness of parents to pay.
- Example wording for letters:  
“As the trip takes place during the school day, payment is voluntary, however should insufficient funds be received, the trip will be cancelled.”
- To ensure that on occasions where charges may be made, no student is disadvantaged solely by his/her inability to pay;
- To leave to the discretion of the relevant Headteacher the proportion of costs for an activity which can be properly charged to public;
- To require parents/carers to pay for damage or loss caused by their child to property owned by or that is the responsibility of the Trust, where reimbursement is appropriate;

- To encourage and support the work of the various School Parents Associations which sustain and subsidise a wide range of school activities and resources.
- To ask parents of students who do practical subjects such as Technology or Art to provide their own ingredients and/ or materials for the finished products, which they will take home.
- To charge the entry fee for any examination for any student, who in the Headteacher's judgement, has not prepared themselves adequately by effort or study, or any student who without adequate reason does not sit an examination for which they have been entered. A charge will be made for Post 16 resits; any resits are at the request of the student and/or the parent, but students will not be prepared for resits, except in the case of English and Maths GCSE resits. (see also Examination Guidelines). An administration charge maybe added to the charge for entries for external candidates or resits if there is a significant volume of work required to action and arrange the exam sittings.
- to submit to the relevant Headteacher and Local Governing Body any issue which may require a decision over implementation of the policy in any particular circumstance as appropriate.

As is an exception to the rule of not charging for activities in school hours: charges may be made for teaching either an individual student, or groups of any appropriate size, to play a musical instrument or sing.

Charges will only be made if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the student(s). Where a charge is to be made for music tuition, parental consent will be obtained before the tuition takes place.

Headteachers will have discretion to pay from the school budget to assist in the whole or in part any student whose means would not enable them to pay for a particular activity for which charging is permitted.'

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