



# The LETTA Trust

## Charging and Remissions Policy

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<b>Reviewed by:</b>	TB Resources	<b>Signed:</b>	



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### 1. Introduction

The LETTA Trust recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences make towards pupils' education. The Local Governing Boards of those schools aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of each school and as additional optional activities.

### 2. Context

This policy is in line with DfE advice on charging for school activities, May 2018. The law states that education provided during school hours must be free of charge. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in school hours by each school. No pupil may be left out of an activity because their parents or carers cannot or will not make a contribution towards the cost of the activity.

### 3. Aims

The LETTA Trust aims to:

- Offer best value for money
- Ensure that each school's budget is spent effectively on the education of its pupils
- Ensure that children are not excluded from opportunities because of financial hardship
- Ensure that charges and remissions set by each school observe the law on charging for school activities set out in Sections 449-462 of the Education Act 1996

### 4. Charges

Each school's headteacher reserves the right to make a charge in the following circumstances for activities organised by their school:

- **Residential activities taking place largely during school hours**  
LETTA Trust schools will charge for board and lodging on residential trips. Costs are subsidised from school budgets and funds raised towards this cost; charges to parents are



then based on the balance left after any funds raised have been deducted from the total cost. The charge made in respect of individual students will be calculated by dividing this balance equally by the number of students participating. No child will be excluded from residential trips due to financial hardship. We offer payment plans and reduced rates for these families. Parents and carers have the right to claim free activities if they are in receipt of the following state benefits: Income Support, income based job seekers allowance, support under Section VI of the Immigration and Asylum Act 1996, working tax credit and an annual income that does not exceed the published Inland Revenue threshold.

- **Activities outside school hours**  
The full cost to be paid for all approved activities deemed to be optional extras that are not a necessary part of each school's curriculum
- **Individual instrumental tuition**  
The full cost to be paid for providing instrumental tuition at the request of the parent or carer that is not an essential part of the school's curriculum
- **Early year's top up for extra hours**  
Parents who do not qualify for 30 hours funding and who would like a full-time nursery place for their child can pay to increase their part-time place to a full-time place

## 5. Remissions

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities. Pupils will not be treated differently whether or not their parents or carers have made a contribution. The headteacher may wish to remit in full or in part the cost of other activities for particular groups of parents or carers, for example, in the case of family hardship. When arranging a chargeable activity such parents and carers will be invited in confidence for the remission of charges in full or in part. The headteacher will make authorisation for such remission.

## 6. Voluntary contributions

We believe that educational trips are extremely valuable in supporting pupil's learning and broadening their experiences. We keep the costs of these trips to the minimum by applying for free tickets on public transport, negotiating discounts and taking up free and discounted entry fees and tickets where possible. We also subsidise the cost of school trips.

School budgets cannot meet the full cost of all the educational trips that we organise so we ask parents or carers to make a voluntary contribution towards the cost of some trips. By law, no parent is obliged to pay this voluntary contribution. However, some trips would have to be cancelled without parental contributions. Any voluntary contributions requested from parents will be based on the cost of the trip, less any subsidy, divided equally between the number of pupils participating.



Voluntary contributions may be requested from parents and carers to cover the cost of the following:

- ingredients or other materials, required for use in the curriculum, which will be taken home when work with them has been completed
- entrance fees to places visited as part of the curriculum, and any associated travel costs
- participation in special events on school premises
- to replace damaged school resources

## **7. General**

Trustees may amend the categories of activity for which a charge may be made. Nothing in this policy precludes the headteacher from inviting parents or carers to make a voluntary contribution towards the cost of additional activities, which take place in school time.

Parents and carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.