

Chorus Education Trust

Charging & Remissions Policy

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Charging and Remissions Policy Statement

Our Charging and Remissions Policy is outlined below. It is endorsed by the Board of Trustees, who accept full responsibility for these issues, and require all employees to help in complying with our legal and moral duties. The Board accept the delegated overall responsibility for all operational matters within the organisation.

This Policy applies to all parts of the Trust.

Introduction

Education is provided free of charge, with the following exceptions where schools/academies are entitled to levy charges:

- Lettings
- Sales to parents an pupils, including:
 - Uniform (from external suppliers)
 - Educational equipment
 - Class sales
- Other recharges including:
 - Examination resit and remark fees, and charges for return of scripts
 - Certain text books
 - Damage caused by malicious or reckless behaviour
 - Instrumental tuition
 - Chargeable services provided to third parties other than parents
- School visits

Lettings

All lettings at the following schools are the responsibility of the PFI management companies:

- Silverdale School

Sales and Charges to Parents and Pupils

Charges will be sufficient to recover actual cost only.

Damage

In the case of reckless or malicious damage caused to school property, parents will be required to pay a contribution towards the cost of repair. The level of contribution will be determined by the Senior Leadership Team of the individual school.

Instrumental Tuition

Charges are levied direct to parents by the provider. In the case of eligible Pupil Premium pupils taking GCSE or 'A' level music, the cost of one instrumental lesson per week will be paid for by the school. Parents should contact the Head of Music at the school to make the necessary arrangements for this.

School Visits

Where activities take place in school session times, parents will be invited to make voluntary contributions towards the cost of the activity, but a pupil will not be debarred from taking part in that activity because his/her parents cannot, or will not, contribute.

If insufficient donations are received to cover the costs, the school/Trust retains the right to cancel the event.

Where activities take place out of school session time, a charge will be levied, which is sufficient to cover the full cost.

Remission of Charges

In the event of financial hardship, the school/Trust will consider remission of charges in respect of all of the above-mentioned charges.

Limited funding is available and parents/carers should apply in writing to the Headteacher or Head of School, via the member of staff responsible, if they wish to access financial support. Priority will be given to those entitled to Free School Meals and essential curriculum related activity in the first instance and each case will be considered individually on its own merit.

Refunds

Where a charge has been levied for an educational visit or activity and the student cancels this place, no refund will be repayable to the parent or student if the School/Trust has incurred a cost, e.g. paid this to the travel company. An exception to this is a medical condition preventing the student from attending the educational visit or activity and a full refund will be repayable on presentation of an appropriate medical certificate.

If no cost has been incurred by the School/Trust, a proportion of the funds paid may be returned to the parent/carer or student after the non-refundable deposit has been deducted.

A cancellation charge may also be made at the discretion of the School/Trust.