



Charges and Remissions Policy

School Trips and Visits

The Success for All Educational Trust is committed to enriching and enhancing the curriculum by offering school trips and visits to places of interest. There is a cost to the trips and the Trust will always seek best possible value for money for any trip or visit that is arranged. The total cost of the trip will be divided by the number of student places available on the trip to calculate the cost per student. The total cost will be calculated in advance of any letter being sent to parents and will be approved by the Senior Leadership Team.

There will be some trips where a contingency fund is required in case of emergency to ensure the safety and wellbeing of all students.

Any trip will not make any profit for any school within the Trust. Any underspend will be refunded to parents/carers as long as there is a minimum of £10 per student to refund unless otherwise stipulated in any letter that is issued to parents in advance of securing a place on any trip.

Activities

Schools within the Trust offer opportunities for out of hours clubs and activities. There may be occasions where there are charges for these activities. Any charge will be to cover the costs of running the activity or club. The school will not look to make any profit for running these activities. Where an activity is being offered that is to fundraise for the school this will be explicit in any correspondence to parents and carers. There may be some activities that support the delivery of the curriculum but require financial support in order to deliver the activity. When this is the case parents and carers will be asked for a voluntary contribution towards the cost.

School Resources

The school expects students to have resources with them as required to engage in the curriculum. Where they do not have the required equipment they may be charged the cost for any resources that they need. Examples include catering ingredients at cost, food containers charged at 50p each, stationery at cost. There may be other items that are also charged at cost.

Some departments may require specific resources to enhance the quality of teaching and learning and resources will be made available to purchase through ParentPay or equivalent. All resources will be charged at cost with no profit being made from the provision of the resource. Examples include language dictionaries and revision guides. The list is not exhaustive.



Chromebooks

Schools within the Trust may promote a Buy Your Own Device Scheme (BYOD). The Trust has agreed a partnership with XMA for the provision of Chromebooks. These are offered to students on joining the school in year 7. The charge covers the cost of the chromebook plus the management license. All devices include a three year warranty and one year for the battery and charger. For any repairs not covered by warranty such as damage to the screen or keyboard these will be repaired at cost by the network team within the Trust. The repair will be made once the appropriate fee is paid by the parent/carer.

Charging for Finished Products

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product. A letter will be given to all students at the beginning of the academic year with a returnable slip to indicate agreement.

ParentPay/ParentMail

The Trust has chosen to use ParentPay/ParentMail for payment for school trips, visits and resources. The schools within the Trust are cashless. For schools that wish to participate, where parents or carers that do not wish to use the online system, the school will ensure Parents/Carers will have access to a PayPoint store to pay for any items. The benefit of taking payments this way benefits the administration of the payments into the school bank account and reduces the risk of loss and fraud of cash transactions and supporting parents not relying at times on students to carry large amounts of cash. The school is charged for each transaction made through ParentPay at a cost of 1.29% of the transaction. These transaction charges are recovered in any costing for the trip, activity or resource.

Donations

The schools as Academies have recognised charitable status and as such can claim Gift Aid on any donations. The Academies will seek donations wherever possible to support the delivery of the curriculum and improve resources. Each year the Academies request for a Gift Aid declaration to the new intake and a request for any donation.

Donations will also support any charity initiatives and students will be asked to donate for non-uniform days and part of this income will always be donated to a charity as prescribed by our students.



Lockers

Schools within the Trust may offer lockers to students where these are available. Costs for lockers will include a refundable deposit for keys. The cost for the locker is to cover the wear and tear of the lockers and fund replacement parts and lockers as required. Should any student lose a key the cost for replacement will be charged.

Ties

School ties can also be purchased within schools in the Trust to ensure that students have the appropriate uniform as ties are common items of uniform that are lost and need replacement which otherwise would require parents/carers to attend the school's uniform provider. The cost of the tie will match the fee charged by the uniform provider

Public Examinations

Charges will be levied as follows;

- the examination is on the set list but the student was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the student to take it;
- a student fails without good reason to complete the requirements of any public examination where the Board of Trustees originally paid or agreed to pay the entry fee.
- A student is re-sitting an examination module that he has already taken once, except where the subject teacher puts forward a case that meets specified criteria.
- Any remarks that are not requested by the school.

A charge will be made for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in regulations.

Pupil Premium

Where a student is entitled to a free school meal and demonstrates hardship to access opportunities in school; where there is a requirement to access such opportunities, for example a Geography field trip then this cost should be met from pupil premium funding. If a parent or carer expresses a wish to access a trip or receive a service that is not a curriculum requirement, consideration should be made as to whether part or all of the trip or service can be funded based on available budgets and linked to the added value this will bring to progress of the student.



Review

This policy will be reviewed and amended as necessary.

Date of last review: November 2022

Next review date: November 2023

Reviewed by: Mr Paul Ward, Executive Headteacher

Signature of Executive Headteacher: Date:

Signature of Chair of Trustees: Date: