



Part of the Minster Trust for Education



Charging and Remissions Policy for School Activities

January 2024

## **General Principles**

Holy Trinity's Governing Body is committed to the general principle of free education. The Governing Body recognises the valuable contribution that a wide range of activities, including school visits and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

## **Charges**

The Governing Body reserved the right to make a charge for the following activities which may, from time to time, be organised by the school:

### **Activities held outside school hours:**

The school will endeavour to provide a range of such activities from time to time and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made.

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- i. The pupil's travel costs.
- ii. The pupil's board and lodging.
- iii. Materials, books, instruments, and other equipment; usually of a very minor nature.
- iv. Non-teaching staff costs.
- v. Entrance fees to museums, castles, theatres etc.
- vi. Insurance costs.
- vii. The expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, except in the circumstances described below.

### **Residential activities:**

Charges may be made for board and lodging element of residential activities, should the school decide to undertake a residential. Parents/carers will be notified in advance of any

such activities which the school proposes to organise, and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board, lodging and transport for each pupil. No other costs will be covered by the charge.

Any remission arrangements for such activities will be at the discretion of the Governing of the school, except in the circumstances described below.

**Materials and ingredients:** a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. in D & T. Alternatively, parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

### **Remissions**

The Governing Body will remit half the charge for activities including any residential activity, visit, club, it organises for the pupil if the activity:

- forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside the school's normal hours of opening, and the parents/carers of the pupil are in receipt of the Pupil Premium Grant or have been in receipt of the Pupil Premium Grant in the past six years.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

### **Voluntary Contributions**

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents contribute in response to any invitation.

### **Breakages and Damage to School Property**

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

### **Review**

The Governing Body will review this policy annually, and reserves the right to amend as needed, or as requested by the Trust (MITRE).

Reviewed January 2024

Next review: January 2025

