WANDLE LEARNING TRUST

CHARGING AND REMISSIONS POLICY

THIS POLICY WAS APPROVED	**26/03/26**
POLICY VERSION	**V1**
THIS POLICY WILL BE REVIEWED	**2027/28**
MEMBER OF STAFF WITH RESPONSIBILTY FOR REVIEW	**COO**

Key Definitions

All policies incorporate all schools or organisations within Wandle Learning Trust (WLT)

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

"Executive Team" means the Trust's Co-CEO and includes the Trust's Chief Operating Officer (COO) who manage the day-to-day business of the Trust.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Wandle Learning Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Committee (LAC)" includes appointed Governors at a local Academy level and support each schools Leadership Teams to implement policies and improvement plan priorities.

"Chair" heads the board of Trustees or LAC, provides leadership to the Trust's Executive Team and/or relevant Headteachers and leads on key Board decisions.

"Head of Governance" provides an administrative resource for the Trust and LAC Boards and ensures the smooth running of its functions, processes and meetings.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAC or Trust members, trade unions, local business leaders etc.

Introduction

- WLT recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards pupils' personal and social education.

- WLT aims to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.

- While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, WLT reserves the right to make a charge for certain activities organised by the Schools from time to time.

Scope

- This policy applies to Schools and should be also be read by parents/carers.

Legislation and regulation

- The legislative and regulatory basis for charging and remissions is contained within: •

  - Sections 449 – 462 of the Education Act 1996. 1
  - The Charges for Music Tuition (England) Regulations 2007 • s27(1)
  - The Education Act 1996

Charging

Our Schools reserves the right to make a charge in the following circumstances for activities organised by the academy:

- Academy trips and residentials in academy time: the board and lodging element of the residential experience and outdoor pursuit courses

- Activities outside academy hours: the full cost for each pupil for journeys, trips and overnight stays in the United Kingdom and abroad which takeplace at weekends and during holidays, which are deemed to be optional extras;

- Materials: the cost of materials or ingredients for subjects where parents have indicated in advance that they wish to own the final product;

- Acts of vandalism and negligence: our Schools reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil/student;

- Use of community facilities.

Optional Extras

Our Schools may charge parents for the following optional extras:

- Education provided outside of academy time that is not:
    - Part of the national curriculum.
    - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy.
    - Religious education.

- Examination entry fees where the pupil has not been prepared for the examinations at the academy

- Transport, other than that arranged by the LA for the pupil to be provided with education

- Board and lodging for a pupil on a residential visit

- Extended day services offered to pupils

When calculating the cost of optional extras, the academy will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

- Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra.

Remissions

- Our Schools may remit charges in full or in part to other parents after considering specific hardship cases. The academy invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head teacher will authorise remission.

- Charges for board and lodging are automatically remitted where the parents meet certain criteria. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. This exemption will be reiterated in any correspondence regarding a residential trip.

Voluntary Contributions

- Nothing in this policy statement precludes our Schools from inviting parents to make voluntary contributions. Our Schools should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip or activity may be cancelled.