

Charging & Remissions

Policy

The White Horse Federation - all schools

2.0

I Jones

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COO/CEO

December 2021

September 2024



Overview

The aim of this policy is to set out what charges will be levied for activities, what remissions will be

implemented and the circumstances under which voluntary contributions will be requested from

parents/carers.

The federation will not charge for:

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Admission application;

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Education provided during school hours, or out of school hours if part of the

curriculum;

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Music tuition if part of the curriculum.

The federation may charge for:

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Optional extras, including education outside school time that is not part of the

curriculum;

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Board, lodging and other trip related costs for a pupil on a residential visit;

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Materials, resources or equipment within the optional extra;

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Staffing costs related to the optional extra.

Charges must not subsidise another pupil, or exceed the actual cost of materials and administration time

as appropriate. Costs will be set by the trust and will be documented to ensure any cost incurred is fair

and transparent.

Federation activities/visits/events

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Voluntary contributions may be requested to cover the cost of federation activities;

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No child will be excluded from activities/visits because the parent may be unable to

pay/refuse to contribute;

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The federation reserves the right to cancel any activities/visits where income is insufficient to

cover the cost;

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Analysis of federation trips will be recorded by the Central Finance Team.

Residential visits

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The price for residential visits are calculated on the cost of travel, board and lodging and

excursions during visit;

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The federation may subsidise the visit;

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Those eligible are exempt from paying the cost of board and lodgings only (eligibility is

currently aligned with free school meal eligibility criteria – this information must be made

clear in correspondence to parents);

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The federation may remit charges in full or part to other parents after considering specific

hardship cases, parents must in the first instance, discuss this with the school Principal. The

Principal will authorise this in consultation with the Regional Director.



Music Tuition

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Peripatetic teachers offer individual music/vocal lessons to pupils, all charges are made

directly to parents from each tutor.

School uniform

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The cost of purchasing uniform is met by the parents.

Loss of and Damage to School Property

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The federation reserves the right to recover part or all of damage to property or equipment

which is caused by a Students actions, whether resulting in a deliberate act or not.

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The cost will also include the additional cost associated with administration and functional

department time needed to rectify or replace lost equipment or materials.

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The cost may also include; time spent in administration and time used to replace the loss or

damaged item and reflects the degree of accountability and responsibility of students being

provided equipment.

Lettings charges

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All charges will be in line with the TWHF Lettings and Community Use Policy;

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School budget income will not be used to supplement costs related to lettings.

Telephone / Photocopier Charges

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Staff are required to pay for telephone calls and photocopying unrelated to federation

business at an appropriate rate.

All monies received as income for the above must be recorded and is subject to usual financial

procedures, internal and external audit.

