



# Charging & Remissions Policy

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## Key Document Details

School Name:	TWHF – All Schools	Ratified date:	April 2026
Version no:	4	Interim review date:	N/A
Author:	CFO	Next review date:	August 2026
Owner:	CEO		
Approved by:	CEO/CFO		

## History of most recent Policy changes

Version	Date	Page document	Change	Origin of change e.g. Change in legislation, Policy review
4	April 26	1	Owner / Author	Review and Staff Changes
4	April 26	2	Trust activities changed to school activities	Review
4	April 26	Whole document	Changed references of federation to trust, in line with annual report and other policies (Except in the title of TWHF)	Review

## 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 Trust will not charge for:

- Admission applications
- Education provided during school hours, or out of school hours if part of the curriculum
- Music tuition if part of the curriculum

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.

## School activities/visits/events

- Voluntary contributions may be requested to cover the cost of Trust activities.
- No child will be excluded from activities/visits because the parent may be unable to pay/refuse to contribute.
- The Trust reserves the right to cancel any activities/visits where income is insufficient to cover the cost.
- Analysis of school trips will be recorded by the Central Finance Team.

## Residential visits

- The price for residential visits is calculated on the cost of travel, board and lodging and excursions during visit.
- The Trust may subsidise the visit.
- 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).
- The Trust 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 Headteacher.
- The Headteacher will authorise this in consultation with the central finance team.

## Music Tuition

- External teachers offer individual music/vocal lessons to pupils, all charges are made directly to parents from each tutor.

## School Uniform

- The cost of purchasing uniform is met by the parents.

## Loss of and Damage to School Property

- The Trust reserves the right to recover part or all of damage to property or equipment which is caused by a student's actions, whether resulting in a deliberate act or not.
- The cost will also include the additional cost associated with administration and functional department time needed to rectify or replace lost equipment or materials.
- 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

- All charges will be in line with the TWHF Lettings and Community Use Policy.
- School budget income will not be used to supplement costs related to lettings.

## Telephone / Photocopier charges

- Staff are required to pay for telephone calls and photocopying unrelated to Trust 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.

The White Horse Federation operates a cashless system across the trust.