



Charging & Remissions Policy

Key Document Details

School Name: TWHF – All Schools

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Author: CFO

Owner: CFO

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Next review date:

N/A

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History of most recent Policy changes

Version	Date	Page document	Change	Origin of Change e.g. Change in legislation, Policy review
3.0	June 2024	1	Change of Author and Owner	Policy review
		3	- Regional director changed to central finance team - Peripatetic changed to External - Added - The White Horse Federation operates a cashless system across the trust.	Policy review
4.0	August 2026	1	Updated details of what the trust will not charge for	Policy review
		3	Removed charges for admin time in relation to loss of and damage to school property	Policy review
		3-4	Added section for refunds	Policy 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 federation 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.
- Any provision required as part of a pupil's EHCP.

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

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

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 federation business at an appropriate rate.

Refunds

- Refunds will be provided on chargeable activities where:
 - The activity is cancelled by the school/trust

- A pupil is unable to attend due to prolonged illness or exceptional circumstances
- The total amounts received (including any subsidy) exceed the cost of the activity by £10 per pupil

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.