

June 2024



CHARGING & REMISSIONS POLICY

**HORIZONS EDUCATION TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

DOCUMENT CONTROL	
ISSUED	CHANGES FROM PREVIOUS VERSION
Date reviewed: JUNE 2024 Date of next review: JUNE 2026 Reviewer:KT Date of ratification by Governing Board:	

INTRODUCTION

This charging and remissions policy complies with statutory requirements 'Charging for school activities' DFE -2014 and is reviewed on an annual basis by the Finance and Premises Committee for the Board of Trustees.

We provide information to parents about circumstances when the school will charge for activities whether these are in school hours or out of school hours.

CHARGING POLICY

Activities without charge

No charge for the following activities:

- Education provided during school hours. This includes the supply of any materials, books, instruments and other equipment.
- Transport provided in school hours to carry pupils between the school and an activity, although on specific occasions the school may ask parents for a small contribution e.g. transport to activities over 15 miles radius of school;

Voluntary

The school may ask for voluntary contributions towards the cost of school-time activities such as educational visits to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- Where there is insufficient contributions to make the activity viable then the activity will be cancelled.

Chargeable Activities

Horizons Education Trust will recover the full costs of the following activities but charges will not exceed actual cost:

- Educational visits or other activities provided wholly or mainly outside school hours (over 50% of the time is outside school hours)

- Board and lodgings on residential visits (subject to remission arrangements stated on letters supplied for visits).

REMISSIONS POLICY

The school will use Pupil Premium to support eligible pupils for board and lodgings whose parents are receiving income support (IS), income-based job seekers allowance (IBJA), child tax credit provided working tax credit not also received, Universal credit, income related employment and support allowance.

Charges for other 'chargeable activities' may also be fully or partly remitted if parents provide exceptional circumstances for low income families. Parents should apply by letter to Head Teacher.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities by letter.

Policy agreed on: JUNE 2024

Signed on behalf of the Trustees KIM TAYLOR

Committee: _____

Author: KIM TAYLOR

Review date (optional): JUNE 2026

Website Y/N