

TRUST CHARGING & REMISSIONS POLICY

This section should be completed following ratification of the Policy.

Audience	All school staff and Trustees, Members
Ratified	November 2025
Other Related Policies	Finance Policy
Policy Owner	Trust Board
Review Frequency	Annually

Ownership

Preston Hedges Trust is responsible for the production and maintenance of this document. It is issued by the clerk, clerk@prestonhedges.org to whom any change requests or queries should be directed.

The Preston Hedges Academy Trust

The Preston Hedges Academy Trust consists of:

Parklands Primary School
Pineham Barns Primary School
Preston Hedges Primary School
Holne Chase Primary School
Buckton Fields Primary School

This Charging and Remissions Policy has been compiled to meet its statutory requirements from the Department for Education. Throughout this policy, the term “parents” means all those having parental responsibility for a child. It is written as a Policy that covers all Schools within the Trust. An appendix of specific charges and circumstances where a charge is made, is detailed for each School.

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1) General principal

The general principle is that **no charge** will be made for any books, materials, instruments, equipment or transport for use in connection with education, if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school

However, there are exceptions where the school can make charges.

2. Exceptions

Charges are permitted to meet the costs of the following:

- Board and lodging on residential educational trips
- Non educational trips
- Transport that is not required to take the pupil to school or to other premises where the local authority/Trust have arranged for the pupil to be provided with education
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus i.e. peripatetic
 - All instrumental, peripatetic music tuition will be charged at a rate to offset the cost to the school. Parents are expected to give a terms written notice if they wish to terminate music lessons and will be required to pay the music fees for this period
- Voluntary optional extras provided outside of school hours (or mainly outside school hours)

In all cases where a permitted charge is made, parents will be told the amount in advance.

Charges will not be set with the intention of exceeding the actual cost per pupil incurred.

3. Voluntary contributions

The school may ask for voluntary contributions for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per pupil incurred.

No individual pupil will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

4. Inability to pay

The Trust is committed to ensuring fair access and treatment of all pupils and will give consideration to the remission of charges to parents who receive the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit Policies
- Child Tax Credit
- Working Tax Credit
- Universal Credit

The Trust are aware that visits can put financial pressure on all families especially if there is more than one child involved, in order to support this, we always offer payment by instalments for more expensive visits. If any parent feels they cannot afford a particular visit, individual cases will be considered on their merit and sympathetic consideration will be given to genuine cases of financial hardship. The Trust would not wish any child to be disadvantaged and would urge parents to contact the School, in confidence, if hardship exists.

5. Refunds

Refunds of charges or voluntary contributions received will be made where cancellation of trips or activities due to circumstances are beyond the pupils control.

Refunds under any other circumstances are at the discretion of the Finance Manager and/or Principal/ COO .

6. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Principal and be dependent on the situation.

7. School meals

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled will be charged a set amount per meal decided by the Trust (see appendix 1).

8. Extended services

The Trust is dedicated to providing a well-rounded and extensive education for our children, which includes a wide range extended services, including:

- Before and after school clubs
- Extra-curricular clubs

9. Price Increases

Price increases will be reviewed by the Finance Committee and approved by the Trust on an annual basis. Written guidance of price increases will be given with at least a terms notice.

The Trust will consider the demographics of pupils and geographic location of schools when considering charges.

New in-year activities will be brought to the attention of the Trust and charges will be added to appendix 1 for each School.

Appendix 1 for each school will be applied separately by the Trust.

End of document