

# Charging and Remissions Policy



*Learning together in a changing world, creating success for all.*



# Trinity Fields School and Resource Centre

## Charging and Remissions Policy

### Trinity Fields is a Rights Respecting School, a Healthy School and an Inclusive School.

This policy should be read in conjunction with our pupil friendly and adult version of our “**Shared Values and Aims**”.

#### Trinity Fields is a Rights Respecting School

Trinity Fields is a Rights Respecting School and we are committed to the principles and values of the United Nations Convention on the Rights of the Child (UNCRC) across all areas of our work.

Trinity Fields is a school where pupils are at the heart of everything we do. As part of our aim to promote a happy and successful school we have successfully been awarded UNICEF’s “**Rights Respecting School Award**” (January 2017).

The ‘Rights Respecting School’ Award (RRSA) helps our pupils become more confident, caring and as independent as possible both in school and within the wider community. By learning about their rights our pupils, your children, also learn about the importance of respecting the rights of others, that is, their responsibilities.

Our pupils are encouraged wherever possible to reflect on how their behaviour and actions affect those around them, which allows us to build and maintain a positive and safe learning environment for all, both in the classroom and around the school site.

Refer to pupil friendly “**Pupil Participation**” policy and our whole school “**Pupil Participation**” policy for further details.

#### Trinity Fields is a Healthy School

We are also a Healthy School and we take responsibility for maintaining and promoting the health and wellbeing of the Trinity Fields team (pupils, parents/carers, staff, governors etc.). This includes teaching pupils about how to lead healthy lives and enabling both pupils and staff to take control over aspects of the school environment which influence their health.

Refer to “**Health and Well-being for Pupils**” policy and our whole school “**Health and Well-being**” policy for further details.

#### Trinity Fields is an Inclusive School (IQM Flagship School status)

We have demonstrated through national annual assessment that we have the capacity to play a strong leadership role in developing inclusion best practice across a network of schools; as well as being committed to extending those networks and publish classroom-based research.

Refer to “**Inclusion**” policy and to **IQM assessment reports** for further details.

## Education in Wales: Our National Mission

Our work with pupils and their families will be developed building upon Wales' National Mission. This national mission is ambitious, innovative and confident ensuring that we all take responsibility for all of our pupils to have equal opportunities to reach the highest possible standards.

Trinity Fields will continue to develop as a learning organisation to ensure it has the capacity to adapt to and explore a range of new approaches which results in improved outcomes and well-being for all of our pupils.

In order to realise our shared vision and approaches in delivering Wales' transformational curriculum that will enable all of the pupils at Trinity Fields to make the progress commensurate with their individual needs we are committed to the 4 key enabling objectives, detailed in "Education in Wales: Our national mission (2017)". These are:

- Developing a high-quality education profession.
- Inspirational leaders working collaboratively to raise standards.
- Strong and inclusive schools committed to excellent, equity and well-being.
- Robust assessment, evaluation and accountability arrangements supporting a self-improving system.

The core purposes and values that are associated with these prestigious national awards are encapsulated in our vision and aims:

**"We believe that everyone at Trinity Fields is entitled to have access to the very best learning opportunities. These will be provided within a safe, caring and stimulating environment that will enable all learners to achieve their full potential through learning opportunities that meet their individual needs".**

## Rationale

The charging provisions of the Education Act 1996 apply to all maintained schools. The underlying principle is that education should be free of charge if it takes place wholly or mainly within school hours that is, the hours a school is in session. Local authorities (LAs) and school governing bodies are required to adopt a charging policy which must be kept under review. It is the purpose of this policy to outline the occasions on which charges may be made and how they are to be remitted.

## Aim

**To provide clarity and guidance to staff, parents/carers on what charges are permissible and which are prohibited for school activities.**

## Guidelines

### Prohibited charges

There is a total prohibition on charging for:

- admission to a maintained school;
- the national curriculum;
- anything required as part of the syllabus for a prescribed public examination;

- examination entry fees;
- religious education;
- the provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for;
- non-residential school trips and visits that take place substantially (50% or more) within school hours.

### **Permissible charges**

Charging is permitted for:

- instrumental music tuition;
- residential school trips (one or more nights away);
- non-residential school trips, visits and activities where the majority of the time spent on the activity (including travelling time) falls outside school hours;
- 'optional extras' (activities which by definition takes place outside school hours). Participation in such activities is dependent on parental choice;
- the costs of damages e.g. a broken window, defaced or lost school property for which a pupil is responsible.

### **General points**

- When writing to parents/carers regarding a financial contribution towards a school based event/activity, staff must ensure that a 'voluntary contribution' is requested. Whilst a contribution towards the cost may be requested, it must be made clear to parents and carers that they are under no obligation to contribute.
- No pupil may be excluded from such a trip because his/her parents/carers have not contributed. If a trip is dependent on voluntary funding and insufficient funds are raised, the trip can be cancelled. Parents/carers will be advised on these situations, that such trips can only go ahead if sufficient income is generated.

### **Monitoring**

- All letters to parents/carers prepared by staff are shown to headteacher, deputy head or assistant head for their approval and/or comments.
- For all trips incurring costs and/or income, a budget form is obtained from the School Business Manager, completed and returned to the school office with appropriate receipts attached.

## Policy review

This policy will be reviewed on an annual basis. It may also be necessary to review and amend it sooner to reflect both local and national changes.

<b>Signed</b>		<b>Headteacher</b>
<b>Signed</b>		<b>Chair of Governors</b>
<b>Date of Review: Autumn 2019</b>		

As a Rights Respecting School, we are committed to embedding the principles and values of the United Nation Conventions for the Rights of the Child (UNCRC). This policy enables our pupils to access and enjoy the following articles of the convention.

**Article 28:** Every child has the right to an education.

**Article 29:** Education must develop every child's personality, talents and abilities to the full.

**Article 42:** Every child has the right to know their rights.