

### Introduction

NST recognizes the valuable contribution that the wide range of educational opportunities including out of school trips and residential can make towards students' all round educational experience and their personal and social development.

This policy sets out when the school will charge parents and when parents will be entitled to the remission of charges.

The term "parent(s)" means all those having parental responsibility for a child.

### Scope

The policy and procedure set out in this document applies to all staff employed by NST including temporary staff. In light of the charitable status of the Trust and its commitment to regularity, propriety, compliance and Value for Money, the policy and procedure in this document are mandatory.

### List of activities for which charging is permitted

- The full cost of board and lodging on a residential visit
- The full cost of individual tuition in the playing of a musical instrument or singing (whether in school time or not) except as set out below that no charge may be made for tuition provided during school hours for looked-after children. Music lessons forming a part of the syllabus for a prescribed public examination which is a syllabus for which the pupils is being prepared at the school will be the school's responsibility.
- The full cost of activities which take place wholly or mainly outside school hours but which are not provided for the syllabus for a prescribed public examination and are not required to fulfil statutory duties related to the national curriculum, and therefore deemed to be optional extras.
- The full costs of entering the student for a public examination not prescribed in regulations and for preparing students for such an examination outside school hours.
- The full costs of entering a student for a public examination where the student has not been prepared by the school for the examination
- The full costs of entering the student in an exam for which the school has prepared the student if the student fails without good reason to meet any examination requirement for that syllabus. It shall be for the school to determine what a good reason is.
- The full or part cost of damage to buildings or equipment which is the result of vandalism or negligence by a student.
- All costs borne by the school in supplying supervision out of school hours.
- Provision of education and use of facilities to those persons who are not registered pupils at the school.
- Transport to and from school where the pupil is not eligible under the LEA's guidelines.
- The cost of purchasing school uniform will be the parents' responsibility.



## Charging and Remissions Policy Framework – September 2018

### Remissions

#### A: Parents on Benefits

Remission of charges for parents in receipt of qualifying state benefit(s):

- The full cost of board and lodging on residential visits in school time
- The full cost of board and lodging on residential visits outside school time which are covered by the following criteria:
  - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
  - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002
- A proportion of the costs associated with individual tuition of the playing of a musical instrument, whether in or out of academy hours

#### B: General Remission

- The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. There may be occasions where two or three students receive additional music lessons together at a reduced cost
- The Board may remit charges in part or in full to other parents after considering other specific hardship cases. The Board invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorize remission in consultation with the Chair of the Local Governing Body.

#### C: Looked After Children

- No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989)

### Statement about voluntary Contributions

There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.

Review Date: 3 years