

Charging and Remissions 2025					
DOCUMENT INFORMATION – FRONT SHEET					
Please note - this policy cannot be changed and will be published on the Trust website with a link published on the School Website. Physically printed copies of this policy may be out of date. For the most up to date policy please go to the Trust website here					
POLICY DETAILS					
POLICY OWNER/AUTHOR	NEW POLICY		CURRENT POLICY - REDRAFT/AMENDMENTS		
Operational Finance manager	No		Yes	If Yes please provide brief details of changes below in the version history section and highlight changes in yellow.	
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VERSION DETAIL & CHANGES					
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Version Log

Date	Version No	Change
18/05/2026	26.1	

Change Log

- Complete re-formatting and reorganisation of points to allow better flow.
- Clarified information regarding:
 - Refunds
 - Student Damage
- Changed Responsibility for request for assistance from Governors to Headteacher or relevant assistant headteacher
- Section 10 – Updated to Reflect changes to funding
- Section 11 – Updated Refund Rules
- Added section 7 – fundraising and corporate sponsorship guidance
- Section 6 – Rewritten to clarify rules around charging

1. Introductions

This Charging and Remissions Policy has been adopted by the Trustees to ensure that all statutory requirements are met and that the principles of the Education Act are applied consistently across the Trust. The Act identifies activities for which:

- Charges must not be made;
- Charges may be made; and
- Charges may be remitted or waived.

The Trust is committed to ensuring that all pupils have equal access to educational opportunities, both on and off site, and within and outside the curriculum, regardless of their family's financial circumstances.

This policy sets out the Trust's approach to charging and remissions and is intended to provide clarity and transparency so that pupils and parents understand when charges may apply and when support may be available.

This policy does not apply to charges set and collected independently by external organisations using school premises.

2. Admissions

No charges are made for admission to any Trust school.

3. Free school meals

Pupils who qualify for statutory remissions will not be charged for school meals.

Parents and carers of pupils who are not eligible for free school meals may be charged if they choose for their child to receive a school meal, unless the relevant local authority funds universal free school meal provision.

4. Educational Activities for Pupils

4.1. Examinations

No charge will be made for examination entry fees where the pupil has been prepared for the examination by the school.

The Trust reserves the right to charge parents and carers for additional examination-related fees where applicable i.e. retakes.

Where the Trust has paid an examination entry fee and a pupil fails, without good reason, to complete the requirements of the examination, the Trust may recover the cost. Such decisions will be made by the Executive Headteacher or Headteacher in consultation with the Chief Executive.

4.2. Education provided within Academy hours

All education provided to registered pupils during school hours must be free of charge. School hours are defined as those times when the school is officially in session, excluding the midday break.

Pupils and their parents or carers will not be required to pay for or supply materials, books, instruments, or equipment needed for education during school hours, unless they wish to own the items (see section 6.1).

4.3. Education provided out of Academy hours

Charges may be made for education provided outside school hours, except where the education is provided in order to:

- Fulfil the requirements of a prescribed public examination syllabus;
- Fulfil statutory duties relating to the National Curriculum; or
- Fulfil statutory duties relating to Religious Education.

In these circumstances, the only permissible charge is for board and lodging on residential visits.

4.4. Trust minibuses or transport provided by the trust during academy hours

Transport provided by the Trust during school hours to convey pupils between Trust sites or to another location where education is provided by the Trust or local authority must be free of charge.

Where pupils use transport arranged independently to travel directly from home to an approved activity not provided by the Trust (for example, work experience placements), parents and carers may be asked to meet the cost.

4.5. Activities run by a third party

Where activities are organised by an external organisation during school hours, the organisation may charge parents directly. The Trust will not collect payments on behalf of third-party providers.

Where pupils are granted leave of absence to attend such activities, parents and any accompanying staff released from duty must assure themselves that appropriate arrangements are in place to safeguard pupils' welfare and safety.

4.6. Charging in kind

The cost of materials, ingredients, and equipment required for practical subjects (such as craft, design, or food technology) will be met from school budgets.

Parents may be invited to make voluntary cash or in-kind contributions; however, pupils must not be treated differently based on whether or not contributions are made. Practical work may not always result in a finished product, but remains an essential part of the learning process.

5. Other Trust Activities

5.1. Voluntary Contributions

The Trust may request voluntary contributions to support activities that benefit pupils, whether these activities take place during or outside school hours, and whether residential or non-residential.

All requests will clearly state that contributions are voluntary and that pupils whose parents do not contribute will not be treated differently. If sufficient contributions are not received the trust reserves the right to cancel the activity.

There is no limit on the amount parents or others may contribute, provided the funds are used for the specified purpose. Contributions may, for example, be used to subsidise participation for pupils from low-income families or to meet staff travel costs.

Where voluntary contributions are requested, parents will be informed if:

- The activity cannot proceed without sufficient contributions;
- No pupil will be excluded due to inability to contribute; or
- The activity may be cancelled if insufficient funds are raised.

5.2. Board and lodging on residential visits

Charges may be made for board and lodging on residential visits, regardless of whether they take place during school hours or fulfil curriculum, examination, or religious education requirements.

Charges will not exceed the actual cost incurred per pupil and must not include the cost of staff attendance (which may instead be covered by voluntary contributions).

As a statutory minimum, the Trust will remit charges for board and lodging for pupils whose parents are in receipt of qualifying benefits, where the activity takes place during school hours. Trustees may consider remissions in additional circumstances.

6. Charges

Any charge levied will not exceed the actual cost incurred by the Trust in providing the service, activity, visit, or item, including any reasonable administrative, processing, and organisational costs directly associated with its provision. Additional costs, subsidies, or hardship support must be funded through voluntary contributions, fundraising, or other school resources.

6.1. Materials, Books and Equipment

Schools may charge for materials, books, instruments, equipment, or other items where the parent or carer wishes the pupil to own them. Any charge made will not exceed the actual cost incurred by the Trust in supplying the item.

6.2. Optional Extra Activities

The Trust may charge for activities that are classified as optional extras in accordance with statutory guidance. Optional extras are activities that take place wholly or mainly outside school hours, are not part of a public examination syllabus, and are not required to fulfil National Curriculum or Religious Education requirements.

Participation in optional extra activities is voluntary and subject to the agreement of the parent or carer to meet the associated charge. Charges may include the cost of travel, board and lodging, materials, equipment, insurance, entrance fees, specialist instructors, support staff, and any other costs directly attributable to the activity.

Charges will be set at a level intended to recover the full cost of providing the activity, including any reasonable administrative costs incurred in its organisation and delivery.

The cost of teaching staff may only be included in the charge where the staff member is specifically engaged to provide the activity, employed to provide instrumental or vocal tuition, or engaged under a separate contract for the purpose of delivering the activity.

6.3. Educational Visits and Trips

The Trust and its schools may charge for educational visits and trips where permitted by legislation and Department for Education guidance.

Educational visits and trips will be charged at a level intended to recover the cost of provision, including reasonable administrative costs associated with organising and managing the visit.

Where charges are made, the Trust aims to recover the actual cost of providing the trip. However, due to factors such as fluctuating participant numbers, transport costs, foreign exchange rates, supplier pricing changes, and other operational considerations, income received may not exactly match the final cost incurred.

Any surplus arising from a trip may be retained by the school and used to support educational provision, future visits, or related enrichment activities. Any deficit will be met from the school's funds.

For educational visits that form part of the National Curriculum, a public examination syllabus, or Religious Education, schools may request voluntary contributions from parents and carers to support the cost of the activity. Voluntary contributions may be used towards:

- Admission and entrance fees;
- Accommodation and board and lodging;
- Transport costs;
- Activity provider charges;
- Insurance costs;
- Staffing costs;
- Administrative costs; or
- Any other costs directly associated with the visit

No pupil will be excluded from participation solely because their parent or carer is unwilling or unable to make a

voluntary contribution. However, where there is insufficient funding, including voluntary contributions, to make a visit or activity financially viable, the school reserves the right to cancel the activity.

For visits and activities that constitute an optional extra, parents and carers may be required to meet some or all of the cost of participation. Charges may include, but are not limited to:

- Transport costs;
- Admission and entrance fees;
- Accommodation and board and lodging;
- Activity provider charges;
- Insurance costs; or
- Specialist equipment or resources.

The school reserves the right to amend charges where costs increase following publication of the visit, including but not limited to:

- Transport costs;
- Accommodation costs;
- Foreign exchange movements;
- Taxation changes;
- Supplier charges; or
- Parents and carers will be notified of any material change as soon as reasonably practicable.

Where places on a visit are limited, the school will apply a fair and transparent allocation process. Deposits may be non-refundable, except where required by law, where costs have already been committed by the school, or where funds cannot be recovered from third-party providers. Refunds will be considered in accordance with the circumstances of the cancellation and any costs already incurred by the school.

Administrative Costs

Charges may also include an administrative cost to contribute towards the expenses incurred by the school in organising and managing educational visits. This may include:

- Administration and planning time;
- Staff time associated with organising and managing the trip;
- Communications with parents and carers;
- Booking and payment systems;
- Foreign currency and international transaction fees;
- Processing of payments and refunds; or
- The use of school facilities, systems and resources necessary to administer the trip.

6.4. Music Tuition

Charges may be made for instrumental or vocal tuition where the tuition is provided either individually or to small groups of pupils and is not required as part of the National Curriculum. Such charges will only be made with the agreement of the parent or carer.

6.5. Home to School Transport

Where the Trust provides home-to-school transport that is not subject to a statutory entitlement, the Trust reserves the right to recover all or part of the associated costs from parents or carers.

6.6. Printing and Photocopying

Schools may provide pupils with a printing or photocopying allowance appropriate to their year group or course of study. Where this allowance is exceeded, schools may charge for additional printing or photocopying to recover the associated costs.

6.7. IT Device Lease Schemes

The Trust may operate device lease, hire, or purchase schemes for pupils and staff at participating schools.

Participants must comply with the terms and conditions of the relevant scheme, including any payment obligations. Where payments are not maintained, or the terms of the agreement are otherwise breached, the Trust reserves the right to withdraw access to the scheme and require the immediate return of the device.

Devices must be returned in a reasonable condition, allowing for fair wear and tear. Failure to return Trust-owned equipment upon request may result in the Trust taking appropriate action to recover the device, its value, or any associated recovery costs.

7. Fundraising and Corporate Sponsorship

7.1. Purpose

This section sets out the rules and expectations for all fundraising and sponsorship activities carried out by staff, ensuring they are lawful, ethical, inclusive, and aligned with the school's values and statutory duties.

7.2. Staff Responsibilities

Staff must:

- Ensure all fundraising is **voluntary**, inclusive, and free from pressure on pupils, parents, or staff;
- Clearly communicate the **specific purpose** of each fundraising activity and ensure all funds are used **only** for that approved purpose;
- Obtain **headteacher approval** before starting any fundraising activity;
- Comply with all legal requirements relating to raffles, lotteries, public collections, sponsorships, and online fundraising;
- Safeguard pupils and families by ensuring activities are **affordable**, non-stigmatising, and do not highlight financial differences;
- Avoid asking pupils to directly request donations or creating competitions that reward higher contributions;
- Communicate responsibly using approved school channels, ensuring messages are factual, neutral, and make it clear that donations are optional;
- Ensure communications are accessible, inclusive, and do not publicise donation amounts or identify donors;
- Work with the PTA to avoid duplication and maintain consistent messaging; and
- Spend fundraising income only on the **stated purpose**, with all spending approved by the headteacher or governors.

7.3. Approved Methods of Collecting Money

All money must be handled securely and recorded accurately. Funds may be collected only through approved methods:

- Online fundraising platforms (gofundme);
- Electronic payments;
- Cash; or
- Grants.

7.4. Spending Rules

- Fundraising income must support **enrichment** or additional opportunities and must **not** replace core educational provision required during normal school hours.
- Funds must not be used to cover shortfalls from other fundraising activities, including school trips.
- Spending must not take place until the **full required amount** has been raised and formally approved.

7.5. Refunds

Donations are normally non-refundable. However, refunds may be issued in the following circumstances:

- The fundraising purpose cannot be delivered (e.g., project cancelled);
- Donors can be identified in an unsuccessful appeal (e.g., named envelopes, online donations);
- Donations were made in error (duplicate payments, incorrect amounts); or
- A donor was misled or pressured, in line with charity and consumer protection rules.

Where donors cannot be identified, the **cy près principle** will apply, and funds will be used for the closest possible

alternative purpose. All refunds must be approved by senior leadership or trustees and recorded to maintain a clear audit trail.

7.6. Protecting Free Education

Fundraising must never compromise the legal requirement that education during school hours is free. Staff must avoid:

- Suggesting donations are required for core educational activities;
- Excluding pupils who cannot afford to contribute;
- Offering rewards or privileges linked to donation levels;
- Replacing statutory funding with parental contributions;
- Using guilt-based messaging or repeated reminders; or
- Creating inequality between pupils or classes through competitive fundraising.

7.7. Corporate Sponsorship

Corporate sponsorship can support enrichment activities, resources, and events, but must be managed carefully. Staff must:

- Seek approval from senior leadership and trustees before entering any sponsorship agreement;
- Ensure sponsorship aligns with the school's values, safeguarding responsibilities, and educational aims;
- Avoid partnerships with companies whose products or reputation conflict with the school's ethos;
- Ensure transparency with clear written terms outlining what the sponsor provides and what the school offers in return;
- Prevent sponsors from influencing curriculum content or school decision-making.;
- Ensure recognition of sponsors is appropriate, discreet, and does not promote commercial products to pupils;
- Comply with advertising and marketing regulations and avoid exposing pupils to sales messaging;
- Protect pupil data — no personal information may ever be shared with sponsors;
- Ensure sponsorship does not create inequality or exclusive benefits for particular pupils or families; and
- Use sponsorship funds only for approved purposes and never as a substitute for core education funding.

7.8. Regulatory Guidance

This section is informed by the following regulatory frameworks:

Fundraising and Charity Regulation

- Code of Fundraising Practice
- Charity Commission CC3 – The Essential Trustee
- Charity Commission CC8 – Internal Financial Controls
- Charity Commission PTA Guidance

Education Law

- Education Act 1996 – Free education requirement
- DfE Charging and Remissions Guidance
- Education Act 2002 – Governors' financial oversight

Safeguarding and Welfare

- Keeping Children Safe in Education (KCSIE)
- Equality Act 2010

Financial and Procurement Rules

- Academy Trust Handbook (academies)
- Local Authority financial regulations (maintained schools)

Activity-Specific Legislation

- Gambling Act 2005
- Local Government Act

- UK GDPR & Data Protection Act 2018
- Consumer Protection Regulations
- Code of Fundraising Practice – commercial partnerships
- Charity Commission guidance on working with businesses

8. Breakages and fines

8.1. Damage to Trust Property

The Trust may recover costs incurred as a result of wilful damage to Trust property. Decisions will be made by the Executive Headteacher or Headteacher, with possible consultation with the Chief Executive.

8.2. Damage to Third-Party Property

Where damage is caused to third-party property and the Trust is charged, recovery of costs may be sought from parents or carers.

8.3. Trip breakages, medical costs and costs from negligent behaviour

Where the Trust is charged by a third party for damage to property or for medical treatment arising from malicious or negligent behaviour by a pupil or visitor, the Trust may seek to recover those costs from the pupil's parents or carers. Any recovery will take into account insurance cover; if a claim is met by the Trust's insurer, only the policy excess or any unrecoverable amount may be charged to the parent or carer.

9. Requests for financial assistance

Requests for assistance should be made to individual schools in the first instance. Depending on the circumstances, requests may need to be addressed to the Executive Headteacher or Headteacher.

10. Refunds

10.1. Refunds for Trips or Activities

If a student is unable to take part in a school activity for which a charge or voluntary contribution has been made, or if the activity is cancelled, the school will refund payments wherever reasonably possible, less any non-recoverable costs already incurred by the school. Refunds will be handled as follows:

- **Cancellation by the school** - If the school cancels an activity, a full refund of any charges paid will be issued unless the school can demonstrate that third-party suppliers have retained non-recoverable costs
- **Cancellation by the parent or pupil** - If a parent or pupil withdraws from an activity, refunds will be considered according to the timing of the withdrawal and the extent to which the school can recover costs
 - If a replacement participant can be found to take the cancelled place, a full refund will normally be made.
 - If a replacement cannot be found, refunds will be reduced by any non-recoverable costs incurred by the school and by a fair share of costs that cannot be reallocated. The school will explain any deductions to the payer.
 - In certain circumstances the trust may be required to give a refund where no replacement or costs can be recovered. In this circumstance the refund must be approved by the headteacher.
- **Exceptional circumstances and hardship** - The school will consider requests for full or partial refunds in exceptional circumstances such as serious illness, bereavement or other unforeseen events. Such requests should be made in writing and will be considered on a case-by-case basis.

10.2. Refunds for Catering Balances

Parents may request a withdrawal of any unspent balance held on a pupil's catering account by emailing the school with their request; the email should include the pupil's full name, date of birth, the amount to be refunded and must be sent from the parent or guardian's registered contact email

- **Student Leaving the academy:** If a pupil leaves the school and no refund request has been received, due to the volume of students, the trust will not be able to contact parents. Any balance remaining on the cards once the student has left the trust will be transferred to the school's hardship fund or used to support agreed fundraising or pupil-welfare activities.

10.3. Exam refunds

The Trust will refund the fee for a requested remark if the review results in a higher grade.

10.4. Appeals

If a parent is dissatisfied with a refund decision, they may request a review by the Headteacher, in writing.

10.5. Outstanding Balances

Where the Trust has overcharged for an activity or a catering account has a credit balance, any amount exceeding £5 per person will automatically be refunded. The Trust will make all reasonable efforts to contact individuals who are due a refund.

Where a refund is not issued automatically and or no response is received to communications regarding the refund, the outstanding balance will be transferred to the relevant fundraising fund to support and further the Trust's charitable objectives.

11. Services – Nursery / Early Years Provisions

The Trust offers nursery and early years provision in accordance with government funding arrangements and Local Authority requirements.

Eligible children may access funded early education and childcare hours in line with the prevailing national funding entitlements and eligibility criteria. Parents and carers are responsible for obtaining and maintaining any required eligibility codes and for providing information requested by the school or setting to support funding claims.

Where funded hours are accessed, the Trust will not charge for the funded childcare entitlement itself. However, charges may apply for services and activities that fall outside the funded entitlement.

11.1. Chargeable Extras

Additional charges may be made for items and services not covered by government funding, including but not limited to:

- Meals, snacks and drinks;
- Nappies, wipes and personal care items;
- Educational visits and trips;
- Additional childcare hours beyond the funded entitlement;
- Extended day provision;
- Optional enrichment activities; and
- Any other consumables, services or activities not covered by the funding received.

Details of current charges will be communicated to parents and carers by the individual setting and reviewed periodically by the Trust.

Participation in any chargeable extras will be voluntary, and parents and carers will be informed of any associated costs in advance.

11.2. Nursery Booking and Payment Systems

The Trust uses approved electronic management, communication and payment systems to administer nursery and early years provision.

This may include Famly or any other Trust-approved booking, management or payment system introduced from time to time to support the efficient administration of bookings, attendance, funding claims, parental communications, invoicing and payments.

Parents and carers are required to register and maintain an active account on the system designated by the Trust and must ensure that all personal, funding and payment information is accurate and kept up to date.

Invoices, charges, payments, credits and refunds relating to nursery and early years provision will normally be administered through the relevant Trust-approved system. Parents and carers must ensure payments are made in accordance with the payment terms communicated by the setting.

The Trust reserves the right to refuse additional sessions, withdraw non-funded services or take appropriate debt recovery action where payments remain outstanding.

11.3. Staff Discount

The Trust may offer a discretionary discount on nursery and early years provision for employees of the Trust.

The level of any staff discount will be reviewed and approved annually by the Chief Operating Officer (COO) to ensure it remains financially sustainable and consistent with the Trust's financial regulations.

Staff discounts are discretionary and may be amended or withdrawn at any time. Discounts will not normally be combined with any other concession, remission or discount unless expressly authorised by the Trust.

11.4. Refunds

Refunds for nursery and early years provision will be considered where:

- A session, service or provision is cancelled by the Trust;
- An overpayment has been made;
- A charge has been applied in error; or
- Exceptional circumstances apply and approval is granted by the Trust.

Approved refunds will normally be processed through the relevant Trust-approved payment system and returned via the original payment method wherever possible.

The Chief Operating Officer (COO), or their nominee, may authorise a full or partial refund in exceptional circumstances where this is considered fair, reasonable and in the best interests of the Trust.

12. Services – Lettings

The Trust and its schools may make premises and facilities available for educational, community, charitable and commercial use, provided that such use does not interfere with the school's primary purpose of delivering education and supporting pupils' learning and wellbeing.

12.1. Charges for Lettings

Charges for the hire of school premises and facilities will be reviewed and approved annually by the Trustees. Charges are set to ensure, as a minimum, that the Trust recovers the costs incurred in providing facilities, services, staffing and support associated with the letting.

- In determining charges, the Trust will have regard to:
- The direct and indirect costs incurred by the school;
- Market rates charged by comparable local facilities;
- Charges applied across other schools within the Trust;
- The nature and purpose of the letting; and
- Staffing, security, cleaning and maintenance requirements.

Lettings charges will be reviewed annually and approved by the trustees. Detailed hire rates are published separately within the Trust's Lettings Charging Schedule and Lettings Policy.

12.2. Booking and Payment Systems

The Trust uses approved electronic booking and payment systems to administer chargeable activities, facility hire and services. These may include:

- SchoolHire for the booking, administration and payment of lettings and community use of school facilities;
- EEqu for the administration, booking and payment of wraparound care, childcare provision, enrichment activities and associated services; or
- Any other Trust-approved booking, payment or management system introduced from time to time to support the effective administration of services and facilities.

All users, hirers, parents and carers must comply with the terms and conditions of the relevant booking and payment platform. Payments must be made in accordance with the arrangements and timescales specified through the applicable system.

The Trust reserves the right to suspend access to services, activities, childcare provision, clubs, facilities or future bookings where payments remain outstanding.

12.3. Contracted Management Arrangements

The Trust may appoint suitably qualified third-party organisations to manage facilities, services or activities on its behalf.

Where a facility, including a swimming pool, is operated under a contracted management arrangement, the appointed provider may be responsible for the day-to-day operation of the facility, this may include:

- Managing bookings and usage;
- Employing or providing appropriately qualified staff;
- Collecting and administering charges;
- Ensuring compliance with health, safety and safeguarding requirements;
- Maintaining operational procedures and user arrangements; or
- Any other items as detailed in the management contracts

Charges for facilities operated under a contracted management agreement may be set and administered in accordance with the relevant contract and approved by the Trust. Any income generated through such arrangements will be managed in accordance with the terms of the contract and the Trust's financial regulations.

12.4. Additional Charges

The Trust reserves the right to apply additional charges where appropriate, including for:

- Additional staffing requirements;
- Site supervision or security;
- Lifeguard provision;
- Theatre or technical support;
- Catering support staff;
- Extended use beyond the agreed booking period;
- Specialist equipment use;
- Additional cleaning requirements;
- Damage to premises, grounds, fixtures, fittings or equipment; or
- Costs incurred as a result of non-compliance with booking conditions.

12.5. Security Deposits

A refundable security deposit may be required for certain events and bookings. The Trust may require:

- A refundable deposit of £250 for large-scale events and bookings; or
- A refundable deposit of £500 for dance competitions, festivals or other higher-risk events.

Deposits will normally be refunded within five working days following the event, subject to compliance with all booking conditions and provided no additional costs, damage or overruns have been incurred.

12.6. Block Bookings

Block bookings are defined as bookings comprising ten or more sessions within a financial year. Sessions do not need to be continuous to qualify. Where applicable, qualifying block bookings may benefit from VAT treatment in accordance with prevailing HMRC regulations.

12.7. Cancellation and Refunds

Cancellation requests should be submitted at least one calendar month before the date of the booking. Where insufficient notice is provided, the following charges may apply:

- Cancellation within four weeks of the booking date: 50% of the hire fee payable; or
- Cancellation within one week of the booking date: 100% of the hire fee payable.

The Trust will endeavour to accommodate rearranged sports fixtures and similar activities where reasonably practicable.

Where a booking is cancelled by the Trust due to school requirements, emergency closure, adverse weather, health and safety concerns, or circumstances beyond the Trust's control, an alternative booking will be offered where possible, or an appropriate refund issued.

12.8. Recovery of Outstanding Charges

The Trust expects all charges and fees to be paid by the stated due date. Where payment remains outstanding, the Trust will follow the procedures as detailed in the Finance Policy.

12.9. Remission of Charges

Any reduction, waiver or remission of lettings charges will be at the discretion of the Trustees and will be considered on a case-by-case basis. When considering a request for remission, the Trust may take account of:

- The charitable or community benefit of the activity;
- The educational benefit to pupils;
- The financial impact on the Trust;

- Existing partnerships with Trust schools; or
- Equality of access and inclusion considerations.

Any approved remission must be authorised by the COO.

12.10. Staff Discounts

The Trust may offer discretionary discounts on certain chargeable services, activities and facility hire for employees of the Trust. Discounted rates must be the same for all staff.

Eligible discounts may apply to services such as wraparound care, holiday provision, school lettings and other approved chargeable activities. Details of any discounts will be communicated through the relevant booking or payment system.

All staff discount schemes and discount rates must be reviewed and approved annually by the COO to ensure they remain financially sustainable, consistent and compliant with the Trust's financial regulations.

Staff discounts are a discretionary benefit and may be amended or withdrawn at any time. Discounts will not normally be combined with other concessions or remissions unless expressly authorised by the Trust.

13. Appendix - Paragraphs for School Letters

13.1. Curriculum Day Trip - Contributions Paragraph

We are delighted to offer this educational visit, which has been planned to enrich pupils' learning and provide valuable experiences beyond the classroom. To help cover the cost of running the activity, we are asking for a voluntary contribution of £____. Contributing is entirely optional, and no pupil will ever be treated differently if their family chooses not to contribute. We do need to make families aware that the trip may not be able to go ahead if we do not receive enough contributions to meet the essential costs.

13.2. Curriculum Residential

This residential visit includes board and lodging, which carries a set cost of £____ per pupil. This amount reflects only the accommodation and meal costs for each child. Families who receive qualifying benefits are entitled to a statutory reduction for board and lodging on residential visits that take place during school hours; if this applies to you, please contact the school office confidentially. Trustees may also consider additional support in certain circumstances. Payment is required in full by ____ to secure your child's place.

13.3. Non-Curriculum Trip

This is an optional day trip that sits outside the school curriculum, and therefore carries a cost of £____ per pupil. Payment is required in full by ____ in order to confirm your child's place on the visit. While formal remissions do not apply to non-curriculum activities, we understand that circumstances vary, and families who may need support are welcome to contact the school office in confidence.

13.4. Refund Paragraph

Where a trip ends with a surplus of £5 or more, this amount will be refunded to parents and carers. The school will contact families directly to arrange any refund that is due. For surpluses under £5, the remaining amount will be added to the school's wider fundraising efforts, which support disadvantaged pupils and help us continue improving the school environment for all children, such as _____. *(completed by the schools with their fundraising aims for that year)*

If your child is unable to take part in the activity, the school will refund payments wherever reasonably possible. Where a replacement participant can be found, a full refund will normally be made. If a replacement cannot be found, refunds may be reduced by any non-recoverable costs already incurred. Requests for refunds in exceptional circumstances, such as illness or bereavement, will be considered on a case-by-case basis. If the school cancels the activity, a full refund of any charges paid will be issued.

13.5. Behaviour Indemnity

Parents and carers should be aware that where a pupil's behaviour results in wilful damage, breakage of property, or additional costs being incurred by the school or a third-party provider (including on trips or visits), the Trust reserves the right to recover some or all of those costs from parents or carers. This may include damage to accommodation, venues, transport, or equipment, as well as costs arising from negligent or inappropriate behaviour. Any charges will take into account insurance cover and will be applied fairly and reasonably.