Charging and Remissions Policy

THE COMPASS PARTNERSHIP OF SCHOOLS

Monitoring, evaluation and review

The Board of Trustees will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout all Trust schools.

This Policy will be reviewed by the Business Committee on an annual cycle.

Adherence to the policy will be monitored by the local school's committee.

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Policy adopted:	Autumn Term 2025
Other related policies:	Finance policy and procedures
Next Review:	Autumn Term 2026

Aims

This policy is drawn up to comply with the requirements of the Education Reform Act 1988. It covers the rules governing charges for the following:

1. Educational visits wholly or partly in school time.
2. Musical instrument tuition in or outside school time.
3. Ingredients, materials and equipment.
4. School journeys wholly or partly in school time.

School hours

These are defined as:

Part time nursery:
8.45 to 11:45

Full time nursery:
8:45 to 14:45

Reception:
08:55 to 11:30
12:30 to 15:30

Years 1, 2 and 3:
08:55 to 12:00
13:00 to 15:30

Years 4, 5 and 6:
08:55 to 13:05
14:05 to 15:30

Educational Visits Wholly or Partly in School Time

Contributions made by parents are on a voluntary basis. Money raised by the School's Parents' Association may be used to pay any shortfall and for any public transport costs and entrance fees incurred by accompanying teachers. Accompanying parents may be required to pay any admission fee. No child eligible for the visit can be excluded for not paying.

Ingredients, materials, equipment

Parents may not be charged for any ingredients, materials or equipment used in school as part of the child's education. When the use of such materials and ingredients purchased by the school through either school budget or the school fund results in a finished product which the child is to keep, the school may decide to ask parents for a voluntary contribution to cover the cost.

No child should be prevented from having the finished product if the voluntary contribution is not made. The occasions when such a contribution is asked for are likely to be exceptional and any decision to charge must be agreed by the **Head Teacher/Head of School.**

School journeys wholly or partly in school time

Charges for board and lodging
Parents will be charged the full cost of board and lodging which will be the charge made by the school journey centre. This charge cannot exceed the cost of providing board and lodging for each pupil.

Travel
A charge cannot under the Act be made for travel to and from or during the period of the school journey. However, the school will ask for a voluntary contribution based on the total cost of travel divided by the number of pupils on the journey.

The school, at the discretion of the Head Teacher/Head of School and the school journey organiser, may agree to meet from self-generated funds the travel costs of pupils eligible but whose parents are unable to pay.

Visits
A charge cannot under the Act be made for visits made during the school journey however, the school will ask for a voluntary contribution based on the total of any admissions costs, divided by the number of pupils on the party.

The school, at the discretion of the Head Teacher/Head of School and the school journey organiser, may agree to meet the cost of pupils eligible but whose parents are unable to pay, from self-generated funds.

Supervising adults
The cost of board and lodging and travel cannot be charged for under the Act and must be covered by voluntary contribution. The voluntary contribution will be based on the total cost of board and lodging and travel, incurred by teachers and other adults accompanying the journey for the purpose of supervising pupils, divided by the total number of pupils in the party. Any costs incurred under this section cannot be met from self-generated funds.

Remissions
Children whose parents meet the requirements of the Trust Grant Scheme can apply for board and lodging to be covered by a grant. Every endeavour will be made to keep the cost of trips at or below this fixed amount. It should be made clear to parents which costs can be charged and which are covered by voluntary contribution. Costs of the elements detailed above must be shown separately. The letter must also make clear what happens if the full costs of the journey cannot be met from the proposed combination of charges and voluntary contributions. It must also inform all parents of the remission of board and lodging charges for families in receipt of Universal Credit or the equivalent and reference to any grants provided by the Trust.

Exclusion from School Journey or Educational Visit

Children can be excluded from a school journey if, in the teacher's opinion, the child's behaviour record is such that it may endanger the safety of themselves or others in the party. Exclusion from a School Journey or Educational Visit must have the agreement of the Head Teacher/Head of School. A child can also be excluded on medical grounds. The advice of the School Medical Officer can be sought in such a case. Parents must be informed in advance if a child is to be excluded on these grounds.