

**City of London Academies Trust**  
**Charging and Remissions Policy**



<b>Aims:</b>	<ul style="list-style-type: none"> <li>To provide free education for all pupils/students in compliance with the relevant regulatory requirements</li> <li>To supplement the core teaching activity with a broad variety of learning experiences</li> <li>To provide the basis for requesting a fair level of charges where appropriate to cover the costs of specific activities or trips/visits</li> <li>To ensure that all pupils/students are given the opportunity to benefit from such learning experiences and are not restricted on financial grounds</li> </ul> <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> <li>Providing access to a broad and rich learning experience for all pupils/students regardless of their family financial circumstances</li> <li>Utilising appropriate parental/carer contributions received to maximise the range of learning experiences on offer to the pupils/students</li> <li>Providing a clear and transparent system for seeking contributions from parents/carers</li> </ul>
<b>Targets/Outcomes</b>	<ul style="list-style-type: none"> <li>To receive a contribution towards the cost of providing non-core activities where appropriate from those families who are able</li> <li>Information on regular specific activities and charges will be made available to parents/carers. Parents/carers will be advised of charges for ad hoc trips and visits as they occur</li> <li>Parents/carers who receive income support will be eligible for exemption from charges where reasonable, as determined by the Principal/Headteacher</li> <li>Parents/carers are not obliged to contribute to specific activities, but should be aware that on occasions, such events may have to be cancelled if they are not financially viable</li> <li>The basis for any charges levied will be clear and transparent</li> <li>The Trust will not seek to generate a profit from such learning related activities</li> </ul>
<b>Definition:</b>	<ul style="list-style-type: none"> <li>Charging and Remissions is the process whereby the Trust and each individual Academy states the way in which it will deal with the cost of providing supplemental learning activities which fall outside of the core legal requirement</li> </ul>
<b>Roles and Responsibilities:</b>	
<b>Pupils/students will:</b>	<ul style="list-style-type: none"> <li>Be encouraged to participate in a variety of realistic additional learning experiences, irrespective of their families' ability to meet the financial cost</li> </ul>
<b>All staff will:</b>	<ul style="list-style-type: none"> <li>Actively seek to provide and support a range of realistic additional learning experiences to all their pupils/students</li> <li>Communicate the contribution required to participate in such programmes and manage the collection of parental/carer contributions</li> <li>Deal sensitively with parents/carers who may not wish to pay or be able to pay for trips or activities</li> <li>Based upon the level of charges and remissions, determine whether the activity in question is able to proceed</li> </ul>
<b>Parents and carers will:</b>	<ul style="list-style-type: none"> <li>Be aware of and adhere to the statement of standard charges that is provided to them</li> <li>Inform the Academy promptly if they are unable or do not wish to contribute to a trip or event. In the case of family hardship, parents/carers may apply in confidence to the Principal/Headteacher for exemption</li> <li>Support the Trust and individual Academy in looking to provide an appropriate level of experiences for their children, understanding that some events must be financially viable</li> </ul>
<b>The SLT in each Academy will:</b>	<ul style="list-style-type: none"> <li>Consider cases of family hardship</li> <li>Implement, monitor and review the policy with governors</li> </ul>
<b>Related Docs</b>	For each individual Academy: Family-Academy Agreement, Statement of charges, Charging and remission procedures

	<b>Responsibility</b>	<b>Approved by Board:</b>	<b>Last review</b>	<b>Review By:</b>
	CFO	5 July 2017	8 September 2022	Staff, Parents/Carers, Governors