Tove Learning Trust

TLT 3.1.03
Charging & Remissions Policy

Reviewed September 2026

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Control Sheet

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Document History:

Version	Date of review	Author	Note of revisions
2	September 2021	CFO	Updated for ATH 2021
3	September 2022	CFO	No changes
4	September 2023	CFO	No changes
5	September 2024	CFO	Updated terminology replacing Pupil Premium with Disadvantaged
6	September 2025	CFO	Dates only. No ATH changes req.
7	September 2026	CFO	

3.3 Charging & Remissions Policy

Introduction

Tove Learning Trust (TLT) recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. TLT aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils within the Trust and as additional optional activities.

The TLT Board of Trustees are very mindful of the current economic climate but due to the limited funds in the delegated budgets of its schools, it is likely that a charge will need to be made in the following circumstances for activities or services organised by its Academies.

All charges, unless otherwise stated, should be paid through the individual schools internet payment system where one is in place. In other circumstances or where the parent does not have internet access, it may on request, be possible for alternative payment arrangements to be made but this must be agreed by the School Business Manager (SBM) or Finance Manager (FM) at the relevant school.

Where there is scope for discretion, each Local Governing Body (LGB) of an individual school may determine their own limits or procedures under the broad guidance in this policy, but their intentions must be recorded in the relevant minutes of their meetings.

1. School activities, trips & visits

1.1 Essential - Residential and Curriculum Day Trips (Category A)

For trips that are deemed to be essential to the studied curriculum, the cost of the board and lodgings will be requested from parents but the cost of transport and supervision on these trips will be underwritten from the school budget. Governors are permitted to ask parents to make a **voluntary** contribution to cover transport & board but students will still be able to go even if no contribution is paid. In the event there are insufficient voluntary contributions to cover the cost of the trip it may be cancelled. Arrangements exist for assistance for families on low income (please see Section 8 Remissions). The trips that the school deems to be essential should be listed on the school calendar or available from the school at the beginning of each academic year.

1.2 Desirable – Curriculum Enrichment (Category B)

For trips (residential and day) that are deemed to enhance the studied curriculum, the cost of the board and lodgings will be requested from parents but the cost of transport and supervision on these trips will be underwritten from the school budget. As the event is not deemed essential for exam purposes, there may be limited places. Any student not able to go will be provided with materials and resources equivalent to or related to the experience so as not to be disadvantaged in terms of the curriculum. The Governors are permitted to ask parents to make a voluntary contribution towards the cost of the trip, activity or visit but students will still be able to go even if no contribution is paid as long as they meet the booking criteria i.e. first come, first served etc. If there are insufficient voluntary contributions to cover the cost of the trip it may be cancelled. Arrangements exist for assistance for families on low income (please see Section 8 Remissions).

These trips may not be on the calendar at the start of the year.

1.3 Non-essential Enrichment Activities (Category C)

All non-essential trips organised by the school i.e. ski-trips, theme park visits etc. are populated on a voluntary basis and parents are therefore charged an equal proportion of the cost to cover

the full cost of the trip. This will include the cost of the essential staff required to be present in order for the trip to go ahead.
There will be no financial assistance available for trips of this nature, unless it has been agreed as part of the Disadvantaged student programme – see Remissions section of this policy.

1.4 Deposits and payments
All deposits will be deemed non-refundable and are given as a firm commitment to the student participating in the activity / trip. Where payments have been made to a third party on behalf of a student, a refund of this portion of the payment will also not be refunded should the student withdraw unless it is for medical or compassionate grounds.
The cost of refunding, charged by any third party may also be recharged to the parent.

1.5 Replacements
The exception to item 1.4 is where a full paying replacement can be found for the student who withdraws. In this circumstance the parent may receive a full refund minus any administration charges levied by the school or the third party to change the booking.

1.6 Insurance & administration charges
The TLT Board agrees that each school trip, regardless of its status (see items 1.1 to 1.3) may include a small charge as a contribution towards the school insurance bill which covers School Trips & journeys. In addition a further small charge may be added by the school to cover the cost of any local or third party handling fees such as online booking, reservation fees, administrative or transaction charges. These charges will be identified separately in the trip costings and will be part of the overall fee calculated when promoting the event to parents.

2. Ingredients, materials, equipment (in kind)

2.1 Curriculum activities
The TLT Board agree that each LGB reserves the right to charge for ingredients, materials or equipment or require them to be provided, if the parents have indicated in advance that they wish to own the 'finished product'. This is directly relevant for the cost of materials/ingredients for the following subjects: Food Technology, Art, Design Technology, Textiles or Ceramics. There may be different arrangements in place at each school.

2.2 Sale of Products
The school may wish to sell any products mentioned in 2.1 if they are not paid for or retained by the student.

2.3 Materials / Equipment
The LGB may make a charge for any materials, books, instruments, or equipment where the student's parent wishes for the student to own them.

3. Examination fees

3.1 Examination Fees
A charge will be levied for the cost of entering a student for an examination where despite the school's best efforts the student has not submitted the necessary completed coursework, fails to attend or sit the examination or whose parents wish them to sit the exam against the advice of the school.

3.2 Re-sits / remarks

A charge may be made for all students re-sitting an examination or requesting a remark unless this is requested by the school or necessitated by an error on the part of the school or exam board.

4. Individual Music Tuition

4.1 Music Fees

The desire of TLT is to aim to subsidise the annual cost of the contract for individual / group instrumental music tuition, budget permitting. This arrangement may vary from school to school and by year on year depending on budget and circumstance. The decision should be made annually when the budget is set and minuted accordingly. Communications should then be sent out to parents informing them of this year's policy.

The balance is charged as fees to the parents of the students who take up the lessons. The level of support is reviewed annually by the LGB when setting the whole school budget. It is desirable that fees are paid in full by parents at the start of the academic year, as this is when the commitment is made to the Music School for the teachers by the school. Arrangements can be made to pay termly via the on-line payment system by individual request but the commitment to paying for the full year remains. Students who subsequently drop out will still be liable for the full year's costs.

5. Broken equipment (replacements)

5.1 Contributions

TLT will allow LGBs to ask students and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the part of the student.

6. Lettings

6.1 External Users

Each school will make its facilities available to the community and external users at a charge consistent with the Lettings Charges and Discount policy agreed annually by the individual LGB's. The charge must at least cover the cost of providing the facilities and caretaker's costs.

7. Transport charges

7.1 Minibus Mileage charge

The rates charged per mile for users of the school minibus will be set annually by the LGB in line with the current costs for the running of the school minibuses.

7.2 Out of Catchment bus passes

Where sufficient numbers of parents require transport from out of catchment areas and the school is able to arrange transport, the LGB may make a charge to cover the cost of this arrangement. The rate will be set for the academic year and will be able to be paid termly but the commitment to the full year's cost must be made by the parent.

8. Other costs and charges

8.1 Miscellaneous

The Headteacher or Governors may levy charges for miscellaneous services up to the value of providing such services e.g. for providing a copy of an OFSTED report.

8.2 Work experience

Where individual schools offer work experience, the Trustees agree that ideally, all students should have one placement assessment funded by the school. Where there are additional charges applied by the provider for placements out of county or for a second placement, these additional costs may be passed on to the parents by the school.

9. Remissions

9.1 Essential - Residential and Curriculum Day Trips (Category A)

TLT will allow each school to remit in full or in part, the cost of any curriculum trip that is considered to be essential to the curriculum or exams and has been identified as such at the beginning of the academic year. This concession is automatically available to disadvantaged students who are on the disadvantaged register. Other parents who are in receipt of low income benefits but without having registered their child for free school meals should contact the School Business Manager or Finance Manager for assistance on eligibility. Any shortfall on the trip arising from this concession will be found from the school budget.

9.2 Desirable – Curriculum Enrichment (Category B)

Where a voluntary contribution for a trip, visit or activity is requested and the parent is unable to or declines to contribute, the individual student will not be penalised or prevented from taking part as a result of this. However if there are insufficient voluntary contributions to cover the cost of the trip, visit or activity it may need to be cancelled. The School Business Manager will decide on an individual activity basis the level of viability and inform the SLT.

9.3 Free School Meal eligibility

The Local Authority are keen to receive any applications from parents who think they may be entitled to Free School Meals for their child(ren). They will carry out a simple means test and then they inform the school who retain a central list of those eligible. For each student registered for FSM, or who have been within the last 6 years, the school will receive an allocation from the Government to support their learning each year (known as-Disadvantaged Pupil Fund (DPF).

9.4 Disadvantaged pupil fund

Money allocated annually as per the budget plan, to support eligible student learners. Information on how this money has been used and its outcomes are available on the individual schools website.

9.5 Music Fee Remission

Individual music tuition is not an essential part of either the National Curriculum or a public examination syllabus being followed by our students. Therefore parents deemed as being on low income may request that they pay in smaller instalments over the school year but there will be no discount available as the activity is entirely voluntary.

Disadvantaged students on the formal DS register which includes FSM students, may request that part of their fees can be covered by their enrichment allowance.

9.6 Other benefits

Where parents can demonstrate that they are in receipt of low income benefits but their child is not on free school meals they will be asked to apply for school meals where possible.

If they are not eligible it may be possible for stage payments to be made in some circumstances rather than a discount being offered.

9.7 Post 16

The 16 to 19 Bursary is a small budget allocated to secondary schools on an annual basis to support sixth form students in low income families with their study costs. Costs that can be claimed include resources, field trip costs, university visit travel costs etc. Students need to apply via a form available from the Post 16 Administrator.