



ACHIEVING TOGETHER

FOUR STONES GATEWAY TRUST

CHARGING AND REMISSIONS POLICY

DATE POLICY WAS APPROVED	20.10.25
DATE POLICY WILL BE REVIEWED	AUTUMN 2028
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	CFOO

FOUR STONES GATEWAY TRUST

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Four Stones Gateway Trust is a company limited by guarantee registration number 9115941

Key Definitions

All policies incorporate the following schools or organisations within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this Policy the term:

“CEO” includes the Chief Executive Officer

“CFOO” includes the Chief Financial Officer

“Trust Senior Leadership Team” includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

“Headteacher” includes the appropriate School Headteacher.

“Trustees or Trust Board” are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Boards (LAB)” are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Local Governing Bodies (LGB)” are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Chair” responsible for leading the board and ensuring its effectiveness

“Stakeholders” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Introduction

Sections 449 – 462 of the Education Act 1996 requires the Trust Board to adopt a policy on charging and remission arrangements for trips & activities organised by Four Stones Gateway Trust (the Trust).

The Trust wishes to provide for all students the best possible educational opportunities available from within the funds allocated by the Department of Education. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers and the Trust is committed to upholding the legal requirements. However, many educationally valuable trips have been and will continue to be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, the Trust would find it impossible to maintain the quality and breadth of the educational programme currently provided for students. The Trust's concern is to keep financial contributions to a reasonable minimum, and to ensure as far as possible that all students are able to take part, irrespective of their circumstances. The Charging and Remissions Policy is an integral part of our inclusive arrangements for students.

Where charges are applied or invited, these will be calculated at cost by dividing the total cost of the trip/activity by the number of students invited to attend. It is not the Trust's Policy to make any profit on any trips but similarly the Trust need to assess the viability of each trip should there not be enough contributions to cover the cost.

The law recognises that charges may be made to parents/carers in certain defined circumstances - provided that the Academy Trust has identified the activities for which charges will be made, and has explained the basis on which charges may be reduced or waived for certain students.

Visits/activities

The Trust will not charge for:

- education provided on any visit that takes place during school hours; and
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.

Non-residential visits/activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include lunchtime. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, a trip might require students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

For non-residential visits fulfilling a statutory requirement or occurring during school hours the Trust will invite a voluntary contribution from parents/carers to meet the costs. The cost of the voluntary contribution will be reviewed for the students who qualify for the pupil premium. The pupil premium is applied to students who:

- are registered and in receipt of free school meals currently or in the past six years*;
- are looked after children;
- have been adopted from care under the Adoption and Children Act 2002;
- have left care under a Special Guardianship or Residence Order; or
- have parents/carers in the armed forces.

For non-residential visits not fulfilling a statutory requirement and occurring mainly outside of school hours a charge will be levied up to the full cost of the visit.

Residential visits/activities

For residential visits fulfilling a statutory requirement or occurring during school hours the Trust will charge for the full cost of the student's board and lodgings and invite voluntary contributions from parents/carers to meet costs other than children's board and lodgings. Details of any remission arrangements will be made clear by the trip leader when the parents/carers are informed of the proposed visit/activity. For residential visits not fulfilling a statutory requirement and occurring outside school hours a charge will be levied up to the full cost of the visit. However, when there are insufficient contributions to make the activity viable then the activity will be cancelled. The cost of the residential visit will be reviewed for looked after children. The details

of any other remission arrangements will be made clear when parents/carers are informed of the charges for individual activities.

Classroom Materials

No charge will routinely be made for materials or equipment. However, for certain practical activities (e.g. technology, food technology etc.) parents/carers may be invited to provide materials or ingredients on a voluntary basis but any children of parents/carers who do not wish to contribute will not be treated any differently. Where parents/carers would like to possess the finished product, the Trust reserves the right to charge the cost or require the supply of the necessary materials.

Examination Fees

- (a) The Trust will pay the entry fee for prescribed public examinations except:-
- (i) Where the Trustees consider that there are educational reasons why the student should not be entered e.g. ill health or where the parents/carers have so requested in writing.
- (ii) Where the Trust has not prepared the student for the particular examination, for example external candidates who have been privately tutored.
- (b) If a student (with parental agreement) is entered for a non-prescribed examination (i.e. not offered by the Trust), then parents/carers may be charged for the entry fee together with any associated charges.
- (c) The Trust reserves the right to recover from parents/carers the costs of examination entry fee(s), should the student fail, without good reason, to meet any examination requirement for a syllabus or sit the final examination(s).
- (d) The Trust will charge the full cost of any students re-sitting an examination except for those re-sitting GCSE English and mathematics in the sixth form.

Damage and Loss of Property

The Trust reserves the right to levy a charge in respect of willful damage, neglect or loss of academy property and/or third-party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair is at the discretion of the relevant headteacher.

Transport

No charges will be made for transporting registered pupils to or from the academy premises, where the Local Authority has a statutory obligation to provide transport.

No charges will be made for transporting registered pupils to other premises where the Trust has arranged for pupils to be educated.

No charges will be made for transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the academy.

No charges will be made for transport provided in connection with an educational visit.

Lettings

Please refer to the individual school's Lettings Policy.

Music Tuition

The school will not charge for music tuition, for pupils learning individually or in groups, if it forms part of the National Curriculum. Charges will be made for music tuition that is requested by parents and delivered by specialist tutors given to either an individual child or groups of children. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989)

Voluntary Contributions

Certain educationally valuable activities are dependent on financial contributions as a whole or in part from parents/carers. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents/carers by the academy, and cancelled if insufficient contributions are received. If the activity is cancelled, all monies paid will be returned to parents/carers. Our schools will endeavour to keep financial contributions to a reasonable minimum and to ensure, as far as possible, that all children are able to take part, irrespective of their circumstances. Voluntary contributions may be sought for activities during the academy day which entail additional costs e.g. materials, equipment, entrance fees and transport between the academy and the activity. The Four Stones Gateway Trust is committed to ensuring fair access and

treatment of all children; this means that no child is excluded from an activity if their parents/carers are unwilling or unable to make a contribution.