

Charging and Remissions Policy

Create Learning Trust



Approved by	Date	Review Schedule	Date of Review
Business, Risk and Audit Committee	10 th June 2025	Annually	June 2026

Create Learning Trust cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment). The Trust will inform parents on low incomes and in receipt of specific benefits of the support that is available to them, when being asked for contributions towards the cost of school visits.

We will not charge for:

- an admission application to school
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum
- sporting activities which require transport (when pupils are representing the school)
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

We can charge for:

- accommodation, activities and transport on a residential visit
- visits to museums, art galleries and other places of interest including transport
- outdoor adventure activities
- visits to or by a theatre company
- arts events, including music, drama and art
- music and vocal tuition offered as extra to our curriculum
- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras, which include:
 - education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - or
 - c) part of religious education
 - examination entry fee if the registered pupil has not been prepared for the examination at the school;
 - transport that is not required to take the pupil to school (ie the school bus am/pm) or to other premises where the Local Authority/Local Academy Board/Trust have arranged for the pupil to be provided with education;
 - Any charge made in respect of individual pupils must not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary contributions

The Trust can ask for voluntary contributions for the benefit of the school or any school activity. The Local Academy Board or Headteacher should make it clear to parents at the outset that the activity cannot be funded without voluntary contributions. The Local Academy Board or Headteacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled.

Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

Schools within Create Learning Trust will make it clear to parents at the outset what their policy for allocating places on school visits will be.

Residential visits

The school will ask parents to pay towards the cost of transport, accommodation, and activities for the purposes of a residential visit. Parents will be given the option to pay in instalments when appropriate.

If on occasions parents may struggle to pay for a residential trip the school will negotiate either part payment or agree for the trip to be paid in smaller instalments. In certain cases, the School will agree payment to be made from the School budget to ensure the pupil does not miss the opportunity.

In letters requesting a voluntary contribution for board and lodgings for residential visits to be made, the following wording should be included:

** Legislation requires that the cost of residential visits can only be covered by voluntary contributions from parents. We have to explain that should you decide not to contribute the full amount of the voluntary contribution, the law states that your child is still entitled to take part in the visit. In reality however, we will not be able to run any residential visits if any parents decide against contributing as we have no alternative source of funding. If you are in receipt of Income Support, income-based Jobseeker's Allowance; income-related Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of Pension Credit; Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190); Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit; Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get) or feel for personal reasons that you are unable to meet the voluntary contribution in full, please see your child's teacher, or the Headteacher, in confidence.*

Extra-curricular activities

The school offers many extra-curricular opportunities in sports, music. Some of these are led by qualified teachers and trainers who are not members of the school staff. There is sometimes a charge for these optional sessions.

Swimming

The school organises swimming lessons for Y3 children during the Autumn term and Y4 children plus any Y5 pupils who cannot yet swim 25m during the spring term. We ask parents to contribute towards transport. School will pay for the hire of the swimming pool and instructors.

Sports Premium Funding will pay for those Y5 pupils who still need lessons.

Resources

The school may make charges for resources such as cooking ingredients and craft materials when the children take home the finished product.

Remission from charges

The Trust has decided that any available funds in the School Fund Account can be used when appropriate to subsidise the cost of children from disadvantaged homes taking part in activities including residential visits and sporting activities.

This policy should be read in conjunction with the Guidance document, CHARGING FOR SCHOOL ACTIVITIES produced by the DfE published May 2018.

Other charges

- Lettings – The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Headteacher. Refer to the Lettings Policy for guidance on charges.
- Photocopying Charges – The school makes a charge to anyone using the photocopier for business or private use. The school makes a charge to anyone using the photocopier for business use. The costs are as follows:

A4 Black and White copy	5p	A3 Black and White copy	10p
A4 Colour copy	10p	A3 Colour copy	20p

Where the school has been asked to undertake the photocopying there will be an additional £5 admin fee for labour and time.

Contact details

Chief Executive Officer	Susan Walters ceo@createlearning.co.uk
Deputy CEO	Sarah Woodward swoodward@createlearning.co.uk
Chair of the Trust	Mark Butcher m butcher@createlearning.co.uk
Chief Finance Officer	Jenni Goodwin cfo@createlearning.co.uk 01270 360030
Director of Operations	Kier Glover operations@createlearning.co.uk 01270 360030
Trust Solicitor	Cook Lawyers www.cooklawyers.co.uk / 01625 725 000