



Great schools in which to learn, teach and belong.

Charging and Remissions Policy

This is a Tame River Educational Trust policy. As an employer the Trust will ensure that at every level, in all our work and throughout all aspects of the Trust communities, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, socio-economic background and special educational needs. Our Trust will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our Trust communities. The Trust will work actively to promote equality and foster positive attitudes and commitment to an education for equality.

1. Introduction

The Trust recognises the valuable contribution that a wide range of additional activities, including clubs, educational visits, residential experiences, and enrichment opportunities, make towards students' educational experience and personal development.

2. Charging

The Trust reserves the right to make a charge under the following circumstances for activities organised by its schools:

- Educational visits and residential visits in school time: the board and lodging element of the residential experience and outdoor pursuit courses
- Activities outside school hours: the full cost for journeys, educational visits, and overnight stays in the UK and abroad during weekends or holidays (optional extras).
- Materials: the cost of materials or ingredients for practical subjects where parents wish to own the finished product.
- Acts of vandalism and negligence: recovery of costs for damage to buildings or equipment caused by a pupil.
- Examination fees: charges may apply for non-standard entries, re-sits, or where a pupil fails to complete examination requirements without valid reason.

3. Hardship Fund/Pupil Premium

Each school operates a fund to support families in financial difficulty. Parents/carers that are eligible/in receipt of any of the benefits listed in Appendix 1 may apply for assistance with costs as listed in Section 2. Applications must be made to the school using the Hardship Fund Request Form (Appendix B).

4. Insurance

Any insurance costs will be included in charges made for educational visits or activities.

5. Voluntary Contributions

Schools may invite parents/carers to make voluntary contributions towards the cost of activities. Contributions are optional, and students will not be discriminated against if parents do not contribute.

6. Monitoring and Review

This policy will be reviewed every two years by the Trust Board and implemented across all schools.

7. Community Use of Facilities and Lettings

Where it is able, the Trust encourages community engagement and the use of school facilities outside normal hours and will engage an outside letting agent where applicable. Charges will reflect cost recovery, commercial rates, or discounted rates for community groups. All lettings must comply with safeguarding, insurance and health and safety requirements.

8. Data Protection

The Trust complies with UK GDPR and the Data Protection Act 2018. Personal data collected for charging and remissions will be handled securely, retained only as long as necessary, and parents have rights to access and correct their data.

9. Safeguarding

All activities covered by this policy will comply with the Trust's Safeguarding Policy. Staff and volunteers involved in trips or lettings must have appropriate DBS checks. Risk assessments will be completed to ensure student safety.

Appendix A: Qualifying Benefits for Remissions

Review Cycle: Two Years
Next Review Date: February 2026
Person Responsible: CFO
Approving Body: Trust Board

Universal Credit
Income Support
Income-based Jobseeker's Allowance
Child Tax Credit (without Working Tax Credit)
Free School Meals

Appendix B: Hardship Fund Application Form

Review Cycle: Two Years
Next Review Date: February 2026
Person Responsible: CFO
Approving Body: Trust Board

Financial Assistance Application Form

Section 1: Student Details

Name	
School	
Year Group	

Section 2: Parent/Carer Details

Name	
Address	
Contact Number	
Email	

Section 3: Activity Details

Name of Activity/Trip	
Date	
Total Cost	

Section 4: Eligibility

Please tick if you receive any of the following:

Universal Credit

Income Support

Income-based Jobseeker's Allowance

Child Tax Credit (without Working Tax Credit)

Free School Meals eligibility

Other (please specify):

Section 5: Declaration

I confirm that the information provided is accurate and understand that the Trust may request evidence of eligibility.

Signature:	
Date:	