



**The Cornovii Trust**

## **Charging and Remissions Policy**

**Effective from 17 March 2020**

**The Trustees of The Cornovii Trust (TCT) adopted this policy on:  
6<sup>th</sup> December 2022**

**Shared for information with the LGB of:**

**Alsager School**

**Brine Leas School**

**Alsager Highfields Primary**

**Audlem St James C of E Primary School**

**Weston Primary School**

**Chair of TCT Trustees: Janet Furber**

# Charging and Remissions Policy

## Introduction

The Cornovii Trust is committed to providing a free school education that is inclusive to all pupils. The 1996 Education Act sets out the law on charging for school activities and visits. This document outlines the aspects of school life where charges and/or requested for voluntary contributions apply. Any individual or family discouraged from participating due to financial restraints should refer to section 8.

### 1. Curriculum Visits and Activities

Voluntary contributions will be requested to offset costs including travel, entry fees, insurance and cover for staff accompanying the activity. Each school within The Cornovii Trust reserves the right to cancel activities and refund all contributions received in the event of insufficient funds. A charge will be made to cover the costs of materials/ ingredients when families opt for the finished product(s) to be taken home.

### 2. Extra-Curricular Visits and Activities

A rich and varied programme is offered to enhance the learning experience. The majority of trips and activities are charged at full cost (apportioned equally to the number of participants) and will not proceed unless costs are met by those involved participation is entirely voluntary. Costs are estimated based on anticipated numbers when advertised and any subsequent surplus arising in excess of E 10 per pupil will be returned to parents. Any surplus less than C10 per pupil is retained as a contingency fund.

### 3. Examination Fees

Parents will be required to pay in advance the full published cost when requesting any private entry (\*), resit (\*), remark and/or copy of examination scripts. \*An additional charge will be made to cover the costs of supervision during examination sessions extending beyond the school's scheduled provision. Parents will be charged to reimburse the school in the event of a student not attending an examination, withdrawing beyond the published refund date and/or submitting coursework post deadline.

### 4 Music Tuition

Participation is optional with termly tuition payable in advance (the minimum commitment is for one term and refunds are not given for non-attendance). Instrument can be hired on a termly basis payable in advance subject to availability.

### 5 Sundry Items and Refundable Deposits

Throughout the school year optional extras may be made available to purchase at full cost e.g., revision guides. Other items may be offered on the basis of a refundable deposit e.g., locker keys and equipment loans. In the event of items not being returned by the dates agreed (and in an acceptable condition), the deposit will be retained by the school.

### 6 Damage and Replacement

The Cornovii Trust schools provide students with a variety of materials such as textbooks, planners, pin badges etc; payment will be requested for replacement items arising from loss

and/or misuse. Parents will be charged for removal of graffiti, breakages, or damage to school property when it is deemed to have been caused wilfully.

## 7 Refunds

In the event of a pupil not participating in an activity, charges (including deposits) are non-refundable unless full or partial costs can be recovered (either from the supplier or by another pupil taking the place). Parents are asked to liaise with the individual school's finance office as circumstances will differ with each activity. Parents are liable to pay the full cost of an activity when agreeing for their child to participate e.g., the remaining balance of the cost of a trip is payable if your child withdraws and where the price has been determined based on agreed numbers and a replacement cannot be found.

The individual school's management reserves the right to withdraw students from activities for disciplinary reasons and in these circumstances no refund will be given.

## 8 Remissions

The following options may be available on request (please allow up to 5 working days for a response):

- Agreed payment instalment plans
- Agreed extension to payment date
- Requests to reduce the amount payable will be considered on an individual basis.

Parents should contact the individual school's finance office in the first instance. Requests will be treated in confidence within the context of liaison between staff members with responsibility for each activity. Any subsidy is wholly at the individual school's discretion and subject to sufficient funds being available.

## **Review**

This policy will be reviewed in the light of operating experience and/or changes in legislation.

Created/updated by: Sue Reissing	Date: March 2020
Date approved by Trustees: 17 Mar 2020	Date for review: Dependent on legislation
Previous version by: Sue Reissing	Date: 6 December 2022