

Charging and Remissions Policy



*Learning together in a changing
world, creating success for all.*



Trinity Fields School and Resource Centre

Charging and Remissions Policy

Trinity Fields is a Rights Respecting School, a Healthy School, Investors in Families School, an ECO School, a MOVE school and an Inclusion Quality Mark (IQM) Flagship School.

This policy should be read in conjunction with our pupil friendly and adult version of our “**Shared Values and Aims**”.

School context

Trinity Fields is a **Rights Respecting School**; we are committed to the principles and values of the United Nations Convention on the Rights of the Child (UNCRC) across all areas of our work. We are a school where pupils are at the heart of everything we do. We successfully achieved UNICEF’s “Rights Respecting School Award” in **January 2017** and we have a well-established record of developing pupil engagement at all levels.

Refer to pupil friendly “**Pupil Participation**” policy and our whole school “**Pupil Participation**” policy for further details.

We are a **Healthy School**; we take responsibility for maintaining and promoting the health and wellbeing of the Trinity Fields team (pupils, parents/carers, staff, governors etc.). This includes teaching pupils about how to lead healthy lives by enabling them and staff to take control over aspects of the school environment that influence their health and wellbeing. We achieved the Welsh Network of Healthy School Schemes National Quality Award in **March 2018, with re-accreditation in December 2020**.

Refer to “**Health and Well-being for Pupils**” policy and our whole school “**Health and Well-being**” policy for further details.

We are an **Investors in Families School**. We are committed to developing active and effective relationships with parents/carers and families and recognise the value of close partnership working to improve outcomes for our pupils. We were the first Special School in Wales to achieve the Investors in Families Quality Mark, and regularly share our excellent practices with other settings.

We demonstrate our commitment to the Rights to Action agenda and value and support the important role that families play in the education of their child. We strive to promote social inclusion and a sense of wellbeing for families through positive participation in their child’s education.

During the re-accreditation process (2019), the school’s work was judged to be of a very high quality. Family and Community Engagement are fully embedded and it was evident that the school works hard on its journey towards excellence. The assessor was very pleased to award the school the **Diamond Standard**.

We have demonstrated through a national annual assessment that we have the capacity to play a strong leadership role in developing inclusion best practice across a network of schools; as well as being committed to extending those networks and develop classroom-based research.

Refer to “**Inclusion**” policy and to **IQM assessment reports** for further details.

In **summer 2022** we gained our **Platinum ECO Schools Award**; the Eco-Schools programme is designed to be pupil-led and looks at the impact of our actions on the environment.

Our sustained journey towards attaining the Platinum Award showcases pupils' ideas and helps to inspire others to make the right environmental choices.

More recently (2019), the school started its journey towards becoming a **MOVE school**; successfully accredited at Silver level in **December 2021**. The MOVE Programme is an activity-based practice that enables children and young people with physical disabilities to sit, stand, walk, and transition as independently as possible.

Our overarching philosophy is summarised in the following statement:

“We believe that everyone at Trinity Fields is entitled to have access to the very best learning experiences. These will be provided within a safe, caring and stimulating environment that will enable all learners to achieve their full potential through learning opportunities that meet their individual needs”.

Education in Wales: Our National Mission

Our work with pupils and their families will be developed building upon Wales' National Mission. This national mission is ambitious, innovative and confident ensuring that we all take responsibility for all of our pupils to have equal opportunities to reach the highest possible standards.

Trinity Fields will continue to develop as a learning organisation to ensure it has the capacity to adapt to and explore a range of new approaches which results in improved outcomes and well-being for all of our pupils.

In order to realise our shared vision and approaches in delivering Wales' transformational curriculum that will enable all of the pupils at Trinity Fields to make the progress commensurate with their individual needs we are committed to the 4 key enabling objectives, detailed in **“Education in Wales: Our national mission (2017)**. These are:

- **Developing a high-quality education profession.**
- **Inspirational leaders working collaboratively to raise standards.**
- **Strong and inclusive schools committed to excellent, equity and well-being.**
- **Robust assessment, evaluation and accountability arrangements supporting a self-improving system.**

The core purposes and values that are associated with these prestigious national awards are encapsulated in our vision and aims:

“We believe that everyone at Trinity Fields is entitled to have access to the very best learning opportunities. These will be provided within a safe, caring and stimulating environment that will enable all learners to achieve their full potential through learning opportunities that meet their individual needs”.

Rationale

The charging provisions of the Education Act 1996 apply to all maintained schools. The underlying principle is that education should be free of charge if it takes place wholly or mainly within school hours that is, the hours a school is in session. Local authorities (LAs) and school governing bodies are required to adopt a charging policy which must be kept under review. It is the purpose of this policy to outline the occasions on which charges may be made and how they are to be remitted.

Aim

To provide clarity and guidance to staff, parents/carers on what charges are permissible and which are prohibited for school activities.

Guidelines

Prohibited charges

There is a total prohibition on charging for:

- admission to a maintained school;
- the national curriculum;
- anything required as part of the syllabus for a prescribed public examination;
- examination entry fees;
- religious education;
- the provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for;
- non-residential school trips and visits that take place substantially (50% or more) within school hours.

Permissible charges

Charging is permitted for:

- instrumental music tuition;
- residential school trips (one or more nights away);
- non-residential school trips, visits and activities where the majority of the time spent on the activity (including travelling time) falls outside school hours;
- 'optional extras' (activities which by definition takes place outside school hours). Participation in such activities is dependent on parental choice;
- the costs of damages e.g. a broken window, defaced or lost school property for which a pupil is responsible.

General points

- When writing to parents/carers regarding a financial contribution towards a school based event/activity, staff must ensure that a 'voluntary contribution' is requested. Whilst a contribution towards the cost may be requested, it must be made clear to parents and carers that they are under no obligation to contribute.
- No pupil may be excluded from such a trip because his/her parents/carers have not contributed. If a trip is dependent on voluntary funding and insufficient funds are raised, the trip can be cancelled. Parents/carers will be advised on these situations, that such trips can only go ahead if sufficient income is generated.

Monitoring

- All letters to parents/carers prepared by staff are shown to headteacher, deputy head or assistant head for their approval and/or comments.
- For all trips incurring costs and/or income, a budget form is obtained from the School Business Manager, completed and returned to the school office with appropriate receipts attached.

Policy review

This policy will be reviewed on an annual basis. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Signed		Headteacher
Signed		Chair of Governors
This policy will be reviewed annually.		

As a Rights Respecting School, we are committed to embedding the principles and values of the United Nation Conventions for the Rights of the Child (UNCRC). This policy enables our pupils to access and enjoy the following articles of the convention.

Article 28: Every child has the right to an education.

Article 29: Education must develop every child's personality, talents and abilities to the full.

Article 42: Every child has the right to know their rights.