

## Charging and Remission Policy

### Policy Monitoring, Evaluation and Review

This policy is effective for all Schools within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

Version:	12.0
Date created:	November 2023
Author:	David Wyatt
Ratified by:	Finance Committee
Date ratified:	11 December 2023
Review date:	September 2024

### Revision History:

Version	Date	Author	Summary of Changes:
V1.0	17.08.2015	DWY/SCA	Review of policy to reflect conversion to MAT
V2.0	21.09.2015	DWY/SCA	Review of roles
V3.0	24.09.2015	DWY/SCA	Amendment of Framework section, further ensuring business continuity.
V4.0	11.03.2016	DWY/CJO	Amendments to policy following meeting with Clear and Lane. Removal of Whistleblowing Policy; making Whistleblowing Policy a standalone document.
V5.0	22/08/2016	DWY	Policy update following release of AFH 2016; update of Procurement Policy; amendment of job titles. Revision of Charging and Remissions Policy.
V6.0	September 2017	DWY	New sections such as 'Forward' and extensive changes based on actual experience of operating as a Trust for almost two years
V7.0	September 2018	DWY	Change name and logo for the Trust Updated in line with AFH 2018 Removal of responsibilities for Deputy Chief Executive Officer (DCEO) Income section (P12) includes new funding formula Review of Virement Policy (P14) Improved definitions in the quotations section (P19/20) Improved definitions in the routine purchasing section (P24) Minor other changes
V8.0	September 2019	DWY	Updated in line with AFH2019



#### 4. Refund of surplus money

#### Materials and Textbooks:

Where a student or parent/carer wishes to retain items produced because of art, craft and design, or design and technology, a charge may be levied for the cost of the materials.

In the case of Food Technology, students usually provide their own ingredients, however if the student forgets, a charge can be levied if ingredients are provided.

Textbooks are provided free of charge, however in some subjects, additional revision guides are made available, for which a charge is made.

#### Music Tuition:

The cost of peripatetic tuition is subsidised by the School.

No charge is levied where music tuition is an essential part of the National Curriculum, or a prescribed public examination syllabus followed by the pupil.

Remission of RMS fees is available when parents receiving music tuition are in receipt of relevant benefits.

#### Out of School activities:

No charge will be made for activities outside school hours that are part of the National Curriculum, or that form an essential part of the syllabus for an approved examination.

If a student is prepared, outside school hours, for an examination that is not set out in regulations (the full list of which is available from the School), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

#### Damage/Loss to property:

A charge will be levied in respect of wilful damage, neglect or loss of School

## 6. Additional Funds

The School welcomes extra funds raised by Parent Teacher Student Partnership groups and this income will be earmarked to purchase special items.

The Schools will make their facilities available to outside users at a charge of at least the cost of providing the facilities. Letting and hire of the Schools is conducted in line with each School's individual Letting and Use Policy which includes a scale of charges.

## 7. Equal Opportunities

Educational opportunities provided at TMET Schools during school hours are available to students regardless of ability to pay and that other activities are charged for in a fair and transparent way.