



**BrightTribe**  
learn grow prosper

## **ALAT and Bright Tribe Trust Charging and Remissions Policy**

Trust board approval date: January 2016





## Policy Review Audit

|                             |                |
|-----------------------------|----------------|
| <b>Date Policy Adopted:</b> | September 2014 |
| <b>Authorised by:</b>       | Trust Board    |
| <b>Review Cycle:</b>        | Annual         |
| <b>Date of Next Review:</b> | January 2017   |

| Policy Review Dates: | Actual Review Date: | Reviewed by: | Date Approved by the Trust |
|----------------------|---------------------|--------------|----------------------------|
| September 2015       | January 2016        | AMW, VO, AF  | 19 January 2016            |
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| Policy Review Dates: | Reviewer | Signature of Reviewer |
|----------------------|----------|-----------------------|
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Signature of the Trust Board:



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## 1. Mission Statement

**Adventure Learning Academy Trust (ALAT) AND Bright Tribe Trust (Bright Tribe) bring a new energy and approach to providing the best education for our students.** Through proven practices, ALAT / Bright Tribe will transform the learning of students, raise standards and provide the highest quality learning environments, enabling students and teaching staff to thrive and be the best. ALAT / Bright Tribe's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

ALAT / Bright Tribe's values:

### Learn

Provide the best education for every student.

Ensure the highest quality teaching and learning.

Work with the family, parent or carer.

### Grow

Grow our students' futures.

Develop the best teaching staff.

Provide the best learning environment and supporting technology.

### Prosper

Lead the way in education.

Realise the opportunities.

Be connected to the community.

## 2. Introduction

ALAT/Bright Tribe recognises the valuable contribution that the wide range of additional activities, including clubs, out of school visits, residential visits and experiences of other environments, can make towards pupils' all round educational experience and their personal and social development and the Trust wishes to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and consistent system of charges and remissions within the constraints of the academy's budget.

### Charging

No pupil should have his/her access to the curriculum limited by charges. However Castle Hill Infant and Junior Schools reserves the right to make a charge in the following circumstances for activities organised by the academy:

- School 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 each pupil of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras
- Acts of vandalism and negligence: Castle Hill Infant and Junior Schools reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil
- Examination fees: if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the pupil attends for examination.

If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which Castle Hill Infant and Junior Schools has paid an entry fee, the academy may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries or resits to be made which are not supported by Castle Hill Infant and Junior Schools and where a parent requests a formal appeal and remarking of an examinations paper that is not supported by the academy.

### 3. Remissions

Where the parent of a pupil is in receipt of qualifying state benefit(s), Castle Hill Infant and Junior Schools will remit in full or in part the cost of board and lodging for any residential activity that is organised for the pupil and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

Castle Hill Infant and Junior Schools may remit charges in full or in part to other parents after considering other specific hardship cases. Castle Hill Infant and Junior Schools invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the ALAT/Bright Tribe Director of Schools.

#### **Insurance**

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

#### **Voluntary contributions**

Nothing in this policy statement precludes Castle Hill Infant and Junior Schools from inviting parents to make voluntary contributions. In such cases Castle Hill Infant and Junior Schools will make clear that such contributions are voluntary; that those children of parents who do not contribute will not be discriminated against and also that if insufficient contributions are received the trip may be cancelled.

### 4. Refunds

Parents may apply for a refund when they have already paid for a charge for an activity and their child is unable to attend due to illness or exceptional circumstances determined at the discretion of the Principal.

A refund may only be given if the academy is able to access a refund from the activity provider, but not any upfront costs e.g. the trip is to a museum and the cost is £10; which is made up of £2.50 upfront costs and £7.50 entrance fee. The academy would be able to refund the £7.50 entrance fee as the museum would not charge for the child, but not the £2.50 that had already been paid out.

All refunds are at the discretion of the Principal.

### 5. Malicious Damage

Where it can be proved that a child or group of children have caused damage to academy property or resources, a charge will be made to parents in order to replace/ mend the damage that has been caused.



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