



CHARGING AND REMISSIONS POLICY

Date of approval by the Trust Board	15 October 2025
Review cycle	Annual

LOVE, SOCIAL JUSTICE, COMMUNITY, FLOURISH

The central purpose of Alternative Learning Trust is to enable all of our students to learn to the best of their abilities, encouraging them to take personal responsibility for their learning and self-development. This is in preparation for reintegration back to mainstream school or for training, employment and for life itself in its broadest terms.

With this purpose in mind, we aim to teach students to be responsible with possessions, both their own and those belonging to others. 'Economic well-being' is the outcome that is central to this policy, so that students develop a sense of the value of services and products in society.

Curricular activities

Students who participate in curriculum activities such as Drama, Beauty Therapy, Outdoor Education, Art and Design Technology that incur additional expenses, will not be charged for those activities.

Costs of materials

On admission, parents/carers are asked to sign a consent form in which they agree to pay for materials/ingredients required for non-curriculum activities. Curriculum items made in lessons, e.g. Art, Design Technology and Food Technology remain our schools' property. A student may be charged for the materials if he/she wishes to take the product home.

Visits/residential trips

Students who participate in extra curricular visits or residential trips will be sent a letter inviting the parent/carer to make a financial contribution towards the costs of the transport, admission charge, activity or overnight stay. The terms of the request must make it clear that there is no obligation to make a contribution and that students will not be treated differently according to whether or not his/her parent/carer has made a contribution in response to the request.

Damage to the environment or damage to the Trust's schools

If there has been accidental damage to the environment or to Trust property, charges will not apply. If the damage has been wilful or avoidable, the person causing the damage will be expected to make reparation in one of the following ways:

- By paying cash, an agreed amount related to the cost of the damage. A receipt will be sent/given to the parent/carer for any monies received.
- By paying off the agreed amount by using a reward points system.
- By working at the school in some agreed community service for a length of time commensurate with the cost of the damage.

Lunch

On admission of their son/daughter, parents/carers are asked to sign the Home/School Agreement in which lunch arrangements for their son/daughter are confirmed:

- By evidencing entitlement to free school meals.
- By ensuring that the student brings his/her own packed lunch.
- Free lunch will be provided to all students, however if they are not entitled to FSM we maintain the right to ask them to provide their own lunches.

Uniform

All students are expected to wear a uniform. Where specific items of school-specific uniform are required, these can be purchased by the parent/carer from the school office. Parents/carers should check with individual schools as to which methods of payment are accepted. A receipt will be sent/given to the parent/carer for any monies received. Where appropriate, uniform will be provided to students on Pupil Premium.

Examination fees

There is normally no charge for a student to take examinations but if it is considered that a student has produced insufficient coursework for a GCSE in a particular subject, the member of staff concerned may decide not to enter that student. A parent/carer may insist that the student is entered, and provided a payment is made by the parent/carer for the cost of the examination, the student will be entered. A receipt will be sent/given to the parent/carer for any monies received.

Specialist equipment for Alternative Provision

Students accessing education in a college of further education or off-site, at a college Course or work experience placement may be required to pay for specialist equipment or protective clothing. In such cases, the equipment or clothing paid for becomes the property of the student for use at the alternative provision for example, hairdressing equipment, catering whites. If a student is unable to purchase equipment the school will review options to use Pupil Premium to support.

Person responsible for updating this policy:

Chief Executive Officer