



Statement of Charges

2025 - 2026

Policy /Procedure / Statement Title:	Statement of Charges
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Approved by:	Trust Board or designated Committee
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*Publication on website			
Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

The Statement of Charges at each School/Academy within the Trust will be updated annually and published in the Autumn Term.

Charges may be made for trips, music tuition, design & technology resources, lockers, swimming lessons, missed or repeated examinations and meals. Please see individual School websites for further details of charges.

Principles:

1. Where activities take place in school/academy session time, parents may be invited to make voluntary contributions towards the cost of the activity. The school/academy reserves the right to cancel the trip if the costs have not been covered by parental contributions or other funding. Arrangements are available for the payments to be made in instalments.
2. Where activities take place outside school/academy session time, charges will be levied where appropriate.
3. Residential trips, where a trip involves an overnight stay parents/carers will be charged for the cost of the students' transport, activities, board and lodging and any additional insurance required, except where parents/carers are in receipt of a qualifying support payment. The school/academy reserves the right to cancel the trip if the costs have not been covered by parental contributions or other funding. Arrangements are available for the payments to be made in instalments.
4. *Parents/carers will be required to meet the cost of breakages and damages where this is a result of misbehaviour, be this deliberate, malicious damage or actions not in keeping with the School's/Academy's values and behaviour expectations:*
 - 4.1. *The full costs of damage incurred will be invoiced to and payable by parents/carers of those student(s) involved.*
 - 4.2. *Failure to pay for the cost of damages will result in privileges to attend trips or the annual Prom being withheld.*
 - 4.3. *Failure to repay such costs will result in any funds due to be repaid to the student, for instance trip refunds, being withheld.*
 - 4.4. *The Alliance Schools Trust and its schools/academies are zero tolerant of malicious or deliberate damage, and the Headteacher will consider taking appropriate additional action in such cases, including reporting the matter to the Police for prosecution if necessary.*
5. Photocopies of student records requested by parents/carers will be charged at the rate of 20p per page.
6. For a list of the current qualifying support payments parents/carers should contact the school/academy. Requests for remission of charges should be made, in confidence, to the Headteacher and be supported by evidence of receipt of a qualifying support payment.

Textbooks and other equipment are loaned to students on the strict understanding that they remain the property of the school/academy and, at the end of a course or when the student leaves school/academy – whichever occurs first – the books will be returned to school/academy in good condition. Books which are lost or damaged beyond reasonable use will have to be paid for or replaced by the student or their parents/carers.