



# Charging and Remissions Policy

**Approved and Authorised for use by the Trust Board 18th July 2023.**



Part of The Priory Learning Trust, a charitable company limited by guarantee registered in England & Wales  
with company number 07698707.  
Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

## History of Policy Changes

Date	Version	Author	Origin of Change e.g. TU request, change in legislation	Changed by
September 2017	1	Rod Sibley	Creation of policy	
May 2018	2		Review of policy	Helen Burge & Angela Johnson-Scott
May 2019	3	Martin Kerslake	No change – review of policy	Martin Kerslake
June 2020	4	Mark Antoine	Review	Mark Antoine
July 2021	5	Mark Antoine	Review Remove 'Business Manager'. Add 'Academy Operations Manager (AOM)' Added 'GAG Pooling Policy' in the list of related policies.	Mark Antoine
June 2022	6	Mark Antoine	Review. No changes.	Mark Antoine
May 2023	7	Mark Antoine	Review. No changes.	Paula Higginson & Mark Antoine

This policy applies to The Priory Learning Trust and all its schools.

Date policy adopted	September 2023
Review cycle	Annual
Review date	September 2024



## Contents

1. Overview.....	4
2. Applicability .....	4
3. Related Policies/Documents.....	4
4. Process.....	5
5. Review .....	5

## 1. Overview

The purpose of this policy is to ensure The Priory Learning Trust (TPLT) applies a fair and equitable process for the use of school premises, facilities and equipment across its member academies.

No charges will be made for admitting students to member academies and that education provided during school hours shall be free unless specifically identified and made clear to parents/carers. Reasonable charges will be made where applicable for activities wholly or mainly outside of school hours to cover associated costs. Where an activity cannot be funded without voluntary contributions this must be declared to parents/carers at the outset and the activity will not take place if parents/carers are reluctant to support it financially. The principal of each school has delegated power to intervene in the case of hardship and will act in a sensitive and swift manner to resolve the situation within the school's budgetary constraints.

Income raised by the letting/hiring of a school's premises, facilities and equipment will be retained by the member school and used for the improvement of the school and/or education of the students.

## 2. Applicability

This Policy, and any other policy/document referenced herein, shall apply to any and every member school of TPLT except where due to special circumstances the Executive Team waive this requirement.

## 3. Related Policies/Documents

These should be read in conjunction with the following documents:

Health & Safety Policy  
Health & Safety Arrangements  
Policy on the Use of School Premises and Equipment

#### **4. Process**

TPLT and member academies will actively encourage local community groups and organisations to use school premises, facilities and equipment at a reasonable rate. A list of charges, based on prevailing local market rates, shall be reviewed ~~and published~~