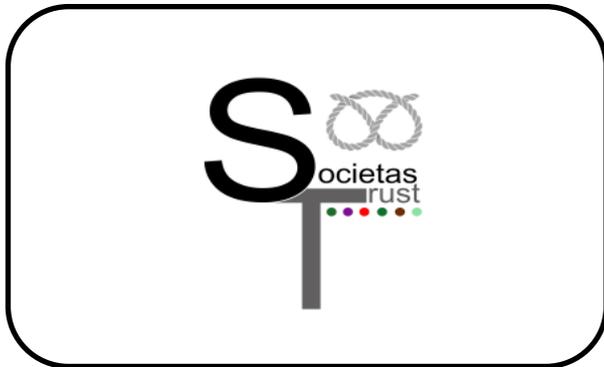


**The Societas Trust:  
Gladstone Primary Academy  
Draft**



**Charging and Remissions Policy:  
September 2017**



# The Societas Trust

## Charges and Remissions Policy 2016

### Introduction

This policy has been drawn up to conform to the charging arrangements for Maintained Schools and Academies as set out in the Education Act 1996.

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2015) 'Governors' Handbook'

The Societas Trust recognises that the Act prohibits charges for academy activities which take place within academy hours and/or are part of the academy curriculum. This Policy reinforces that principle, whilst setting out those academy activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

### **1. EDUCATIONAL ACTIVITIES TAKING PLACE DURING SCHOOL HOURS**

Education provided during academy hours will be free of charge.

Academy hours are:

- a) as published by the academy in its prospectus or on the website;
- b) any "twilight sessions" used to deliver the academy curriculum;
- c) The midday break is excluded.
- d) No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the academy curriculum.  
However, materials which result in a finished product may be charged for.
- e) The academy will provide all pupils with materials to complete the curriculum. However, for repeated loss or the deliberate damage of academy equipment a cost may be imposed at the discretion of the Local Governing Board.

### **2. VOLUNTARY CONTRIBUTIONS**

- a) When organising trips or visits that enrich the curriculum and educational experience of the children, the academy invites parents to contribute to the cost of the trip. If insufficient funds are received to cover the cost of the activity, it may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. The academy will make it clear in its communication to parents that these contributions are voluntary, and that no student will be treated differently according to whether or not the parent/carer has contributed.

b) If a parent wishes their child to take part in a trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

c) The following is a list of additional activities organised by the academy, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities that require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- trips abroad;
- musical events;
- external companies providing enhancement activities.

d) The amount of contribution will not be more than the cost of the transport and entrance.

e) All monies must be paid on line using the academies online payment system.

f) Admin will return permission slips to the appropriate class teacher, initialed and marked paid. The team will also keep a tick list of children who have returned their permission slips and contribution.

g) It is the responsibility of the class teacher to remind children to return their permission slips.

h) Children will not be publicly challenged over lack of payment, parents will be contacted if necessary.

### **3. EDUCATIONAL ACTIVITIES TAKING PLACE OUTSIDE SCHOOL HOURS**

A charge may be made for activities which take place wholly or mainly outside academy hours except where the activity is required either:

a) as part of the syllabus of a prescribed public examination, or

b) to fulfil statutory requirements of the national curriculum or of religious education,

In which case no charge may be made other than for board and lodging on a residential visit.

For all other activities outside academy hours, the charge will be set to cover the cost of such items as:

- Transport/ travel costs;
- Board and lodging;
- Entrance fees;
- Insurance costs;
- Any materials required for the activity;
- Incidental expenses;

- Costs incurred as a result of teaching and support staff supervising the activity.

The charge should not subsidise any other student participating. Any remission of charges for individual students would be met from the school budget or fundraising activity.

A student's participation in the activity is dependent on the agreement of their parent/carer to meet the cost of the activity, and this agreement will be a pre-requisite to the student's inclusion.

## **5. Residential visits**

We may charge for board and lodging – but the charge will not exceed the actual cost.

The school will subsidise £50 for all pupils for board and lodging costs for those pupils who wish to attend. This amount is reviewed annually.

## **5. MUSICAL INSTRUMENT TUITION**

Charges will not be made for class musical tuition during academy hours or out of academy hours where it forms part of the syllabus for a prescribed public examination or is required as part of the national curriculum.

A charge will, however, be made for teaching a student to play a musical instrument either individually or in a group. Where a charge is made for musical instrument tuition, the parent/carer will be invoiced directly by the finance management officer and the 'contract' underlying that activity will be between the academy and the parent. Parents will be given until the end of the first full week in each term to determine if their child/ren wish to continue with music tuition. At this point school will expect return of signed 'contract' and the first installment of fees. A signed 'contract' will state that all fees will be payable for the current school term.

## **6. LOSS OR DAMAGE TO SCHOOL PROPERTY**

Loss or damage of academy property, e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher/principle may decide. Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

## 7. NURSERY FUNDING : Fees

Below is a copy of the letter which includes information about Nursery funding and fees.

# Gladstone Primary Academy

Anchor Road, Sandford Hill, Longton, Stoke-On-Trent, ST3 5EW  
Telephone: 01782 957267 Email: [office@gladstoneprimary.org.uk](mailto:office@gladstoneprimary.org.uk)  
Website: [www.gladstoneprimary.org.uk](http://www.gladstoneprimary.org.uk)

Dear Parent/Carer,

### Nursery Admissions for September 2017 – Gladstone Primary Academy

As you are aware, your child has been offered a place at Gladstone Primary Academy.

The early education and childcare offer for three and four year olds will change from September 2017. Currently, all three and four year olds are eligible for 15 hours of childcare per week (570 hours per year). At Gladstone, in the past, we have been fortunate to offer an additional 15 hours free provision to all children giving a total of 30 hours. The school, however does not currently receive funding to provide 30 hours of free childcare and due to the cuts made to our school budget we have had to make changes to our Nursery offer from September, 2017.

From September 2017, 'working parents' of three and four year olds will be eligible for 30 hours per week of free early education. This will be funded through the local authority. Not all children will be eligible for 30 hours free childcare, but will still be entitled to receive the 15 hours free childcare that is currently available

The eligibility rules are:

- You, and any partner, must each expect to earn (on average) at least £120 a week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you are unable to work because you are disabled or have caring responsibilities, you could still be eligible.
- You cannot get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more.

Please complete the attached form indicating what you think you would be entitled to and your preferred way of taking up the offer. Please return this by June 30<sup>th</sup> to Mrs Linda O'Donnell. This can be handed to the school Office, posted or emailed to the address above.

Please note that eligibility for 30 hours free childcare and early education may change throughout the year depending on employment circumstances. I.e. Even if you are not eligible now, you may become eligible later in the year. If you are eligible, now then you may become ineligible later in the year if your circumstances change. Therefore, current eligibility status does not guarantee a full time place throughout the whole academic year.

Yours sincerely,

Mrs Elaine Preston

Headteacher

## Applying for 30 hours free childcare

Parents can apply for 30 hours free childcare at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). This is a joint application for tax-free childcare (more information available at the above website). Our admission requirements mean that all parents must provide evidence that they have applied for 30 hours free childcare even if you think you will not be eligible. This will ensure that the school/nursery receives the relevant funding to support your child's early education.

### From September 2017 our Nursery offer at Gladstone will be:

- A 15 hours free place for all children (9.00-12.00, Monday-Friday) and 30 hours free (9.00-3.00, Monday-Friday) for all children with 'working parents' eligible for 30 hours.
- A 15 hours free place for all children (9.00-12.00, Monday-Friday), with any additional wraparound care provided by our Nursery at an additional cost of £50 per week (including a meal). **This option will be for a Full Term commitment please note we will not be offering ad hoc days or weeks.**

After reading this letter (including the information on eligibility) please tick the following statement which applies to you.

- I believe that my child will be entitled to 30 hours free childcare and early education and would take up the full 30 hour offer at Gladstone Primary Academy
- I believe that my child will be entitled to 30 hours free childcare and early education and will take up 15 hours at Gladstone and 15 hours elsewhere (with a local childcare provider)
- I believe that my child will not be entitled to the 30 hours and will take up ONLY 15 hours per week in the hours shown above
- I believe that my child will not be entitled to the 30 hours and will take up 15 hours per week free and we will pay for the additional 15 hours at Gladstone at a cost of £50.00 per week including lunch.

Further comments:

---

---

---

Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

---

Name or parent completing form: \_\_\_\_\_

Signed: \_\_\_\_\_

## **8. KEY STAGE 2 TUCK SHOP**

The academy provides an optional break time 'tuck shop' for all pupils in Key Stage 2. Prices range from 10p and charge is based on the cost of ingredients and staff time.

At fundraising events such as termly discos and Film Nights the school offers a tuck shop to raise money for school funds – all of which go towards resources for the children.

## **9. PHOTOGRAPHS**

As part of the Photograph Policy parents are unable to take photographs of events such as school productions. Parents are given 2 options as follows one permission has been granted for children to appear in photographs:

Purchasing a professional photograph from our official photographer. Prices set by Altimate Images c/o Mr John Dixon and the school takes no responsibility for associated costs.

Purchasing a photograph taken by school staff which are then processed at a local supermarket and sold at cost price.

Photographs may also be taken at fundraising events, such as with Santa at the Christmas Fayre with the aim of raising funds for school projects. Parental consent required.

## **10. OTHER CHARGES**

The School may levy a charge for personal requests from internal and external stakeholders.

**Telephone Calls:** 20p – local calls

50p – mobile calls

**Photocopying &** 10p per sheet (black)

**Printing** 30p per sheet (colour)

**Laminating** 30p per A4 sheet

50p per A3 sheet

## **8. REMISSION OF CHARGES**

### **Swimming**

The academy organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for any of the awards received such as certificates or badges.

The school sells swimming caps at cost price

**Parents/carers in Receipt of Free School Meals**

Parents in receipt of any of the following benefits (and as a result are eligible for Free school meals) may request assistance with the costs of activities:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

To request assistance, parents should contact the one of our Home / School Link Workers, Mrs Rammell or Miss Corbett who will in turn discuss the matter with the Headteacher and School Business Manager, Mrs O'Donnell.

If application is agreed by the headteacher, the funds will be paid through delegated funding, pupil premium.

**Signed:**.....

**Chair of Governors**

**Date:**.....

*Review Date– Autumn 2018*