

Charging and Remissions Policy

*This policy applies to all staff and children from EYFS to Year 6
(including the Nurture Provision)*



Chair of Governors:- *Mrs Christine Bartley*
Headteacher:- *Mrs Elaine Preston*
Policy Status:- *Statutory*
Policy Area Responsibility:- *Headteacher*

Date Written:- *January 2018*





The Societas Trust

Charges and Remissions Policy

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

In order for us to provide a high quality learning experience to all 3 & 4 year olds we offer these afternoon sessions at a charge of £50.00 per week. Fees are payable one month in advance. Full fees are charged for any weeks shortened by absence which includes sickness and holidays in term time. Children will not be allowed to stay without upfront payment. Fees do include lunchtime meals.

8. KEY STAGE 2 TUCK SHOP

The academy provides an optional break time 'tuck shop' for all pupils in Key Stage 2. Prices are 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– January 2019