



Charging and Remissions Policy

Approved by the Governing Body: December 2022

Review by: December 2023

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1.0 Purpose

The Trust Board and Local Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Trust Board and Local Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the schools.

2.0 National Curriculum

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition and occasional specific events.

3.0 Charging for school activities

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'.

Optional extras include:

- education provided outside of school time that is not:
- part of the national curriculum;
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- part of religious education.
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/school have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

For activities taking place within school time, as part of the national curriculum, schools may invite, but not require, parents to make voluntary contributions for activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution. The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

Where there is an element of the charge that is non-refundable (eg deposit for a residential) parents will be informed in advance, explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

4.0 Voluntary contributions

When organising educational visits which enrich the curriculum and educational experience of the children, schools invites parents to contribute to the cost of that visit. All contributions are voluntary. If the school do not receive sufficient voluntary contributions, they may have to cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

1. If a parent wishes their child to take part in an educational visit but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the activity. Sometimes the school pays additional costs in order to support the visit.
2. Parents have a right to know how each trip is funded. Schools provide this information on request.
3. The following is a list of additional activities organised by the schools, for which voluntary contributions from parents are requested. These activities are known as 'optional extras'. This list is not exhaustive:
 - Visits to museums
 - Sporting activities which require transport expenses
 - Outdoor adventure activities
 - Visits to the theatre

- Day educational visits
- Musical events

5.0 Residential Visits

If a school organises a residential visit during the school term or over weekends, we will suggest a charge to cover the cost of board, lodgings, travel and specialist instructors or equipment. Schools will aim to offer parents with the chance to pay in instalments where possible. Those parents whose children are in receipt of free school meals can contact the headteacher to discuss remissions (see below).

6.0 Remissions and concessions

The Trust will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

There may also be special circumstances whereby schools may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher and/or Board of Trustees.

7.0 Music Tuition

1. All children study music, including instrument tuition, as part of the normal school curriculum. We do not charge for this.
2. Peripatetic music teachers teach individual or small group lessons. There is a charge to parents for individual or group music tuition outside of whole class lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

8.0 Swimming

Schools organise swimming lessons for all children in *****. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

9.0 Clubs

Schools offer additional clubs after school. A mixture of school staff and external coaches run and organise these sessions. The majority of clubs are free of charge/funded by schools, but there may need to be a nominal charge at times to cover additional costs.

10.0 Breakfast and Tea Clubs

These clubs are facilitated by a Supervisory Assistant. Both clubs are subject to charge.

1. Breakfast Club is £3 from 7.30am and £2 from 8am.
2. Tea Club is £1.50 for every half-hour attended

11.0 Nursery

'Top-up' Nursery sessions and Nursery Lunch Club are subject to charge. If individual Nursery sessions are not at the 39-place capacity, these sessions will be available for parents to purchase as 'top-ups'. Each three-hour session costs £15. Nursery Lunch Club (11.45am-12.30pm) costs £4, including a school lunch.

All Nursery charges are added to ParentPay at the beginning of each term and should be paid in full by the end of term, on or before the date specified. School reserves the right to withdraw Nursery places for the following term if payment is not made by the end of the term.

12.0 Breakages and Damage to School Property

The Governing Body and/or Trust Board reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

13.0 Income Generation

In line with the ESFA's 'Academy Trust Handbook', the Trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

14.0 Freedom of Information Policy and Publication Scheme

The Trust's Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information.

15.0 Other charges

The Head Teacher, Finance Committee or Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

16.0 Review

This policy will be reviewed annually.

17.0 Approval by the Trust Board

This policy has been formally approved and adopted by the Trust Board

A handwritten signature in dark ink that reads "Pam Dochings".

Signed:

(Chair of Trust Board)