



Chadsmead Primary Academy

Charging and Remissions Policy

Adopted by Main Governing Body

Review date by Main Governing Body

Publication Admin Share (H:), Master Policies, Charging and Remissions Policy

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Governing Board

The Governing Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Governing Board also has overall responsibility for monitoring the implementation of this policy.

4.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/Carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Voluntary Contributions for activities as Part of the Curriculum

When arranging school trips, visits or workshop activities, which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the activity. All contributions are voluntary; however, we reserve the right to cancel the activity if we do not receive sufficient voluntary contributions.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. However, the school reserves the right to cancel trips / events should they become financially unviable.

If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. The school is always willing to provide a breakdown of costs on request. When a trip is arranged, parents/carers will be informed that if voluntary contributions do not cover the majority of the costs (90%), the trip will not take place.

6. Voluntary Contributions for activities outside of the Curriculum

The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers. This list is not exhaustive:

- Sporting activities which require transport expenses before/after school
- Outdoor adventure activities before/after school
- Visits to the theatre before/after school
- School trips abroad before/after school
- Music Events before/after school

7. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs run by Chadsmead Primary staff, such as choir, are also without charge.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge provides peripatetic music teachers to teach individuals or small group lessons on the school site.

We give parents/carers information about additional music tuition at the start of each academic year. If payments are not received, parents/carers will be asked to consider if they wish to continue with lessons and make up back payments.

The school cannot subsidise continual non-payment for music lessons and if contributions are not forthcoming, the school reserves the right to stop lessons.

Parents/carers will be asked to sign a contract before starting music lessons, which will clearly state the arrangements for payment and the procedure that will be followed if there are areas of concern.

8. Optional Extra Activities – Chargeable

Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

Charges to parents/carers for after school activities are based on costs incurred to the school to run the club and are not profitable.

Extended school care activities such as before and after school club provision are currently run by an external provider, who determines their own charges.

It is the Governors policy to charge for activities organised by the school but provided by outside bodies. The basis for calculating the charge will be proportionate for each participating pupil for travel, board and lodging, materials, books, equipment, entrance fees and insurance.

9. Activities not ran by school

When organisations acting independently of the school arranges an activity to take place during school hours and parents/carers want their children to join the activity, such organisation may charge parents/carers.

10. Residential Visits

The cost of residential visits includes boards and lodgings, transport, materials, entrance to any sites visited and charges for any activities to be experienced. These costs will be charged for to ensure costs are covered.

Costs incurred for any additional staff needed as a result of required pupil/adult ratio requirements will be added to the total cost.

Arrangements may be made for children of families on forms of income support or in special circumstances to enable them to take part in these visits. This is stated clearly on letters and is dealt with discretely and in confidence by the headteacher. Parents/carers will be given the option of a payment plan to spread the costs of the residential visit.

11. Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school.

However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries.

12. Early Years Provision

These are the additional hours and charges from September 2018.

Children eligible for 15 hours provision:

Option 1 – Remaining in school for lunch (11:55am – 1:15pm)

- £4 per session with own packed lunch
- £6.58 per session with a school provided dinner

Option 2 – Remaining in school until 3:15pm

- £12 per afternoon with own packed lunch
- £14.58 per afternoon with a school provided dinner

Children eligible for 30 hours provision:

Children will be required to bring their own packed lunch or order a school dinner for £2.58 per day.

The option to stay until 3:15pm on a Friday is £6.

13. Breakages and Fines

The Governors reserve the right to ask parents/carers to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost items
- Replacement reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behaviour.

14. Special Needs

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a disadvantage. When special provision is necessary to support a child with special needs, resources will be made available from Statement or special needs budget.

15. Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Governing Board and will depend on the activity in question.

Parents/carers who can prove they are in receipt of certain benefits will be entitled to a 50% reduction for board and lodging costs during residential trips and 50% reduction for small group music lessons.

16. Payment Arrangements

Parents/carers may contact the headteacher or administrator in confidence to discuss difficulties in making payments. Individual arrangement will be made, including payments spread over a longer period of time, to ensure that no child is penalised due to financial hardship.

17. Review

The Governing Body will review the effectiveness of these charges at least annually. This policy will be revised every two years or sooner if required.