

## **POLICY TITLE: Charging and Remissions**

**STATUS: Statutory**

**REVIEWED BY: TEFAT**

**DATE of REVIEW: July 2012**

### **AIM:**

The aim of our Charging and Remissions Policy is to ensure that, during the academy day, all children have full and free access to a broad and balanced curriculum.

The Academy Day is defined by each individual Academy and is published to parents and guardians.

### **RELATIONSHIP TO OTHER POLICIES:**

The Academy policy on Charging and Remissions complements the Academy's Equalities and Diversity policy and Curriculum policy.

### **ROLES AND RESPONSIBILITIES**

#### ***The Principal will ensure that:***

- All activities that are a necessary part of the National Curriculum plus Religious Education are provided free of charge. This includes materials, equipment and transport to take students between the Academy and the activity.
- The Academy reserves the right to make a charge for optional extra activities. Where a charge is made, participation will be on the basis of parental choice and a willingness to meet the charges. Such charges will not exceed the actual cost divided by the number of students willing to participate.
- The Academy reserves the right to make a charge for board and lodging on all activities involving residential trips in Academy hours, but will remit this charge where the parent of a student is in receipt of income support (IS), Income-based Jobseeker's Allowance (IBJSA), 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) does not exceed the sum given in the Revenue and Customs rules; the guaranteed element of State Pension.

- The Academy will make a charge for individual music tuition whether within or outside Academy hours where such tuition does not form part of the syllabus and is not required by the National Curriculum
- Voluntary contributions may be sought for any other activity. Where such activity takes place within Academy hours no student will be excluded because his/her parent has not contributed. However, unless all parents contribute, the activity may not take place for any of the students  
Voluntary contributions may be sought for all consumable material used in Food technology and Art & Design. The Academy may charge for, or require the supply of, ingredients or materials if parents have indicated in advance a wish to own the finished product  
All journeys involving a charge should be costed as precisely as possible – i.e. charges should cover the cost but not aim to make a surplus.
- If there should be a surplus from any journey this will be returned to parents if it exceeds 10% of the cost or £10 (whichever is the greater).
- Surpluses below that amount will be retained for use in Academy.

## ADDITIONAL CONSIDERATIONS

The Local Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the Local Governing Body will try to adhere to the following guidelines:

- Where possible the Local Governing Body will publish a list of visits (and their approximate cost) at the beginning of the Academy year so that parents can plan ahead
- The Local Governing Body will establish a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- The Local Governing Body acknowledges that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

## ARRANGEMENTS FOR MONITORING AND EVALUATION

The Finance Committee of the Local Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the Academy's extended services on those children most in need of additional support.

## MONITORING AND EVALUATION

- This policy will be evaluated annually by the Finance Committee

**DATE OF NEXT REVIEW: July 2015**



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## Appendix A - Charges

### Charges are made for:

1. Board, lodgings and transport on residential.
2. Trips and visits within and/or mainly outside of school hours but are not necessarily part of the National Curriculum (see Appendix B).
3. Individual or group tuition for music (in groups no larger than six).
4. Breakages and replacements needed when damage is caused purposefully.
5. After-school clubs are **free of charge** if run by school staff (a small charge may be requested for resources if necessary). Each session is usually one hour long. If a club is run by an outside agency then the cost is at the rate determined by the organising body concerned.



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**Appendix B – Trips**

The school will occasionally organise special trips which are not part of the National Curriculum but are special occasions or 'treats' which can be extremely popular with families and contribute significantly towards children's engagement in school, positive relationships with the community and the overall ethos of an inclusive school.

These include 'fun' trips, eg: end of year treats such as the zoo and Drayton Manor, family outings, eg: a seaside visit or a picnic in the local park.

Families are expected to meet the cost of these trips in full and there are no remissions granted. However, in cases of extreme and genuine hardship such a case could be considered at the discretion of the Headteacher.

Trips which are rewards and linked to whole school, eg: for 100% attendance, are fully funded by the school.



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**Appendix C – Summary of Charges**

- **School Meals** - are charged at the following daily rates:

<b>Paid School meals:</b>	£2.00
<b>Nursery:</b>	£1.00
<b>Reception, Y1 and Y2:</b>	Free (entitled to Universal Free School Meals)

- **Nursery Fees**

All children aged between 3 and 4 years are entitled to 15 hours free nursery provision (for 39 weeks per year); the charge for full-time Nursery provision will be £5.00 per day and all fees will be payable regardless of whether or not the child attends. Some children are entitled to full-time free provision if their family circumstances meet the criteria set out by the Local Authority.

- **Music Tuition**

All music lessons are heavily subsidised by the Governing Body. All lessons are charged at a flat rate of £2.00. In cases of genuine difficulty the Governing Body will consider subsidising this amount further to half rate.

- **Milk and Fruit**

**Nursery and Reception** : Children in Reception are entitled to free fruit and milk until the age of 5.

**Years 1 and 2:** children in Years 1 and 2 are entitled to free fruit.

**Years 3 to 6:** Milk is not currently available. Healthy snacks are available according to availability – currently we sell fruit, milk and juice.

- **Out of Hours Activities**

After-school clubs are free of charge if run by school staff (a small charge may be requested for resources if necessary). Each session is usually one hour long. If a club is run by an outside agency then the cost is at the rate determined by the organising body concerned.

- **School Trips**

All trips are heavily subsidised by the School. No charge is made for any trip which is a part of the National Curriculum but parents are asked for a payment without which the trip may not be able to go ahead. Payment arrangements are offered to parents who need support and in cases of genuine hardship.

- **Breakfast Club**

The school currently runs a daily Breakfast Club between 8.00 am and 8.50 am. where breakfast of cereals, toast, drinks and other items are provided. The charge is £1.00 per child, which covers the cost of their breakfast and childcare. Parents are able to join their child for breakfast on Fridays only, when bacon/sausage sandwiches are also available at £1.25 each.

- **Residential Activities**

Where such a trip is not a required part of the National Curriculum, the total cost for the trip including travel, board and lodging and additional adults up to the ratio required by the LA Educational Visits Guidelines is shared equally amongst the children participating in the trip. However, remission of the cost, usually half fee, is available to children meeting the criteria detailed in Appendix B at the discretion of the Headteacher. If additional adults are required for supervision the cost of these is met by the school. Any further additional adults are required to pay for their own costs.

- **Breakages/Loss of Materials**

If school property is lost, vandalised or deliberately broken, eg. a school reading book or homework pack then we reserve the right to charge for a replacement at current value.

- **Photocopying**

Photocopying 5p per sheet

- **Water Bottles**

£1.00 (Large)

£0.80 (Small)

- **Bags**

Book Bags: £5.00 (Free for KS1 children)

PE Bags: £3.00

- **Lettings: see separate policy**

- **Instalment payment arrangements** - are always available (see Mrs Clifton or Mrs Smith in the Office for details).

- **Other Items charged for:**

- Uniform
- Billesley Stars Playcare Club
- Tuck shop items