

## Charges & Remissions

The Academy Trust recognises the valuable contribution that the wide range of educational activities including day trips and residential visits make towards providing learners with a broad and balanced curriculum, as well as in the development of the whole child. We aim to promote and provide such activities as well as optional activities.

This policy sets out:

- What the Trust will not charge for
- What the Trust will charge for
- What the Trust will seek voluntary contributions for
- How charges will be made

### Activities for which no charge will be made:

- Education provided during school hours including the supply of any materials, books, instruments.
- Education provided on any trip during school hours
- Education provided on a trip that takes place outside of school hours if it is part of the National Curriculum or the Trusts curriculum for Religious Education
- Transport provided in connection with an educational visit (e.g. swimming)
- Music tuition that forms part of the curriculum (e.g. singing, ukulele)

### Activities for which charges will be made:

- Activities outside of school hours. Non -residential activities other than those listed above which take place outside of school hours, but only if the majority of the time spent on that activity takes place outside school hours including travel time
- Residential activities. Board and lodging costs of residential activities that take place during school time. Residential visits deemed to take place outside of school time.
- Music tuition where this is provided for individuals or groups of up to four children by a qualified music teacher.

### Charges For Extended Nursery Provision

- All children will receive a free entitlement of 15 hours nursery provision provided on a weekly basis. The above policy applies in these circumstances
- Provision accessed beyond 15 hours will be chargeable at a rate of £10 per session. Parents will agree to paying these charges through a signed agreement, in advance of accessing provision.

- The cost of sessions will be reviewed on an annual basis by the Trust in the light of resource and staffing costs.
- Charging starts from the first day a child begins their extended provision.
- If parents wish to discontinue with this service, they must give the school a minimum of one month's notice to the school.
- If payment is not made, the school reserves the right to withdraw the service.
- Fees are payable if the child is absent. In exceptional circumstances (i.e. if the child is absent for a sustained period due to serious illness/accident) discretion will be applied in discussion with the head teacher.
- Fees are not payable when the setting is closed e.g. school holidays, INSET days, extreme weather, and unforeseeable circumstances.

#### **Activities for which a voluntary contribution will be requested:**

- The trust may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. This may include: cooking, theatre visits, visiting speakers, visits to places that enhance the curriculum. Parents are under no obligation to make any contribution and the children of parents who are unable or unwilling to contribute will not be discriminated against. The Trust does not profit from any charges made.
- In the event of insufficient voluntary contributions being made some activities may have to be cancelled.
- Loss, damage and breakages - in cases of loss, damage or breakages of school books, equipment or activity packs on loan to parents the school make a charge to cover the cost of replacements.
- Additional equipment such as water bottles, book bags, revision guides, workbooks. The first one will be provided free of charge.
- Provision of services for which the trust is charged for that is provided in addition to the school curriculum, for example music lessons, sports clubs, holiday activities, school lunches.

In order to ensure equal access to day trips and residential visits a reduction will be applied to parents/carers who meet the following criteria:

- In receipt of income support
- In receipt of income based job seekers allowance
- Support under part 4 of the Immigration and Asylum Act 1999
- Child tax credit providing that working tax credit is not also received and the families income (as assessed by HM Revenue and Customs) does not exceed £16 190 (financial year 2013/14)
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008

### **Payments**

For all charges the school operates a cashless online payment system 'ParentPay'. All chargeable activities are loaded onto individual accounts and parents pay using their debit/credit cards. The site is secure. Where parent's request, a barcoded letter is available from the school office should parents choose to make payments via a Pay Point.

No child will be refused access to chargeable activities due to deprivation/financial difficulties. Each case will be considered on an individual basis through consultation with parents and the head teacher.

### **Remissions**

Remissions will not be made where children have paid for an activity and do not attend except in exceptional circumstances. These will be in consultation with parents and the head teacher. Remissions will be made where charges have been made in error.

### **Monitoring**

This policy is monitored on a day-to-day basis by the Head teacher, who reports to the trust about its effectiveness.