

# Charging and Remissions Policy



Date Prepared:	Term 1 2018
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Checked by (Trustee)	Business Group
Date ratified	17.10.18
Review date	Term 1 2019
Date Published on Trust website	October 2018

## Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. To follow legislation dictated by the academy's funding agreement.

The school day is defined as:

Warden House Primary School

KS1 8:45 – 15:15

KS2 8:55 – 15:15

Pilgrims' Way Primary School

KS1 8:50 - 15:00

KS2 8:50 - 15:00

## Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

## Roles and responsibilities of the Executive Headteacher, Headteacher, other staff, Regional Governors

The **Executive Headteacher and Headteacher** will ensure that the following applies:

### During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming, school trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation such as theatre groups, workshops etc., to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

## Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example sports/creative clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

## Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

## Residentials

Charges will be made for school residential trips. Pupils whose parents are in receipt of Income or Housing Support or whose children are entitled to Pupil Premium funding may receive support from the school in order for their child to undertake the activity. Should a parent require financial assistance they should seek a meeting with the Headteacher to discuss how payments can be made manageable for the parent / carer and how the school can support financially.

## School mini-bus

Only the school's pupils, staff, parents or members of local schools and nurseries may travel at a charge in the school mini-bus. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

## Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/carers who would qualify for support are those who receive income support, housing benefit or whose children fit the criteria for Pupil Premium funding.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## Arrangements for monitoring and evaluation

The Trust Board (via the Business Group) will monitor the impact of this policy by receiving a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

## Review

Review of this policy is carried out annually by the Trust Business Manager and CEO.