Devonshire Primary Academy Charging and Remissions Policy

Adopted by Governors/HT: Governors
Implementation date: September 2014
Review period: Annually
Last review date: September 2026
Person responsible for policy: Business Lead / Finance Lead

Statement of Intent

Devonshire Primary Academy aims to provide a range of activities and experiences to enhance pupils' learning and personal development. We believe all pupils should have equal opportunities to take part, regardless of their family's financial circumstances.

In order for some of these activities to go ahead it will sometimes be necessary to request a voluntary monetary contribution from parents. This policy explains:

- When the school will make charges.
- When the school may ask for voluntary contributions.
- When charges will be reduced or waived.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Academies Act 2010
- DfE 'Academy trust handbook'
- DfE 'Academy trust governance guide'
- DfE 'What academies and further education colleges must or should publish online'
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- The Trust's Funding Agreement

This policy operates in conjunction with the following school policies:

- Debt Management Policy
- Financial Procedures Manual SVT

When the School Will Make Charges

The school may charge for:

- Education outside school time that is not part of the National Curriculum, exam syllabus, or Religious Education (RE).
- Exam entry where the pupil has not been prepared for the exam by the school.
- Board and lodging on residential visits.
- Extended day services (e.g., wraparound care).
- Music tuition in certain circumstances.
- Preschool provision beyond the government-funded entitlement.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.
- Optional extras.

When working out the cost of optional extras, the school may include:

- Materials, books, equipment and instruments.
- Buildings and accommodation.
- Non-teaching staff.

- Teachers contracted to provide the optional extra.
- Music tuition staff (where tuition is optional).

The cost will never be more than the total actual cost divided equally by the number of participants.

The cost charged for an activity will only cover each pupil's share of the actual cost. It will not include any extra amount to cover other pupils' costs.

When the School May Ask for Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset.

No pupil will be excluded from an activity, other than residential trips, because their parents cannot or will not contribute. However, if the school does not receive enough voluntary contributions and cannot cover the shortfall from other sources, the school may cancel the activity.

When the School Will Not Charge

The school will not charge for:

- Admission to the school.
- Education provided during school hours (including books, materials, equipment and instruments).
- Education outside school hours if it is part of:
  - The National Curriculum
  - A public examination for which the pupil is being prepared by the school
  - Religious Education (RE)
- Instrumental or vocal tuition if it is part of the National Curriculum or provided under the KS2 First Access Programme.
- Entry for prescribed public examinations and resits, if the pupil is prepared for them by the school.
- Transport provided by the school or LA that is required to deliver statutory education.

Music Tuition

Charges may apply for instrumental/vocal tuition provided at the request of parents, in line with the Charges for Music Tuition (England) Regulations 2007.

- Charges will not exceed the cost of the provision, including staff costs.
- Parents are responsible for the cost of repairing or replacing damaged/lost instruments.

Residential Visits

The school will make a charge to cover the costs for board and lodging. The school may also request voluntary contributions towards transport and other visit costs, where permitted by legislation. The charge will never exceed the actual cost and, where possible, the school will subsidise the cost of the visit from school funds.

School Trip Refunds

- Initial deposits are non-refundable.
- If the school cancels a trip, all payments will be refunded.

- If an external provider cancels, refunds will be at the school's discretion.
- If a pupil withdraws, refunds will depend on circumstances, whether costs can be recovered, and whether the place can be filled by another pupil.
- Refund decisions will be made on a case by case basis by the Headteacher and fairly applied to all families.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Trust's Complaints Procedure on the school website.

Damaged or Lost Items

The school may charge parents the replacement cost for items damaged or lost due to pupil/parent poor behaviour or negligence. This applies to both school property and items provided by the school.

Freedom of Information

The school will comply with the Freedom of Information Act 2000 and the Trust's Freedom of Information Policy and Publication Scheme. Where charges apply, they will be calculated in accordance with relevant legislation and Trust procedures. Requesters will be informed of any applicable charges before information is provided.

Remissions

Parents in receipt of certain benefits may be eligible to request assistance with the costs of activities. These benefits include:

- 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 they 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)

To enquire confidentially about financial assistance, parents should contact the Business Lead by telephoning 01253 478271 or emailing admin@devonshire.svt.org.uk.

Income Generation

In line with ESFA guidance, the Trust will set fees for chargeable services at full cost and may apply a commercial rate where appropriate.