

**Charging & Remissions Policy**



|  |  |  |
| --- | --- | --- |
| **Approved by:** | Nurture Academies Trust | **Date:** March 2022 |
| **Last reviewed on:** | March 2022 | |
| **Next review due by:** | September 2022 | |

**Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

This policy is compliant with guidance given by the “charging for school activities” document published by the Department of Education in 2009 and updated in 2014 and 2018.

We believe that a wide range of activities, including educational visits, residential experiences and visitors to school are an essential part of our curriculum offer.

# Definition

The school day is defined as 8.40am to 3.10pm. The midday break does not form part of the school day.

# Responsibilities

The Executive Headteacher will ensure that staff are familiar with and correctly apply this policy. The Governors will review the policy annually.

# Policy Statement

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 an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

# Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example school trips or special workshops provided by outside organisations. No pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to cancel activities.

The 1988 Education Act draws a distinction between the term ‘charges’ which is considered to be an obligatory cost and ‘voluntary contributions’ which are self-explanatory.

Subsidies from various sources e.g. school fund and fundraising activities undertaken by the children, will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.

# Optional Extras

Charges will be made for some activities know as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

1. Education provided outside of school time that is not:
   * Part of the National Curriculum;
   * Part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
   * Part of religious education
2. Examination entry fee(s) if the registered pupil had not been prepared for the examination (s) at the school;
3. Transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with educations.
4. Board and lodgings for a pupil in a residential visit.
5. Extended day services offered to pupils, such as our Breakfast Club (current charge 50p a day).

# Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum.

# Swimming

The school organises swimming lessons for Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs and we inform parents/carers when these lessons are to take place.

# Lunchtime/After School Clubs and Activities

The School offers a range of after school clubs and activities – and reserves the right to charge for such sessions to cover the cost of provision where those activities are not directly aimed at providing educational benefit to pupils.

# Loss of/Damage to School Property

Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil’s misbehaviour.

# Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities or to other users free of charge if they are providing a service that the school has requested eg after school sports or other activities. The scale of charges and a Lettings Policy/procedures will be determined by the Governing Body if/when a letting is requested.

# 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 or won’t. Support for cases of hardship will come through voluntary contributions and fundraising.

Participation in any optional extra activity will be on the basis of parental/guardian/carer choice and a willingness to meet the charges. Parental/guardian/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

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