



# Charges and Remissions Policy

Adopted July 2016

Reviewed: Autumn 2017 and 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026

Review date Autumn 2027

### **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. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Note for the purposes of this policy, a 'trip' may also be an in school event or visiting experience.

### **Definition**

The school day is defined as 8.50am – 3.20pm.

### **Responsibilities**

The Head Teacher will ensure that staff are familiar with and correctly apply the policy. This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

### **Policy Statement**

During the school day all activities that are a necessary part of the National Curriculum plus tuition for pupils learning to play a musical instrument and swimming lessons will be provided free of charge. This includes any materials, books, equipment and transport to take pupils between the school and the activity.

### **Voluntary Contributions**

When organising school trips, visits or visitors in to enrich the curriculum and the educational experience of the children voluntary contributions may be sought. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

### **Calculating Charges**

When charges are made for any activity 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 such cases will come through school funds where possible. Parents who would qualify for support are those who are currently in receipt of Free School Meals.

### **Costings/cancellations of trips – discussed with EVC/HT/finance**

When calculating the costing of all trips, we will base the costing on all the children attending and the visit lead will complete a document that takes all costing into consideration. This will then be authorised by EVC, the school business manager and the head teacher. This information will be disseminated to parents by a letter stating the cost. Parents are not overcharged to subsidise others not making the payment. The final payment deadline (at least 4 weeks prior to the trip) is decided and this is made clear on letters. Reminder text messages and even phone calls can be made to make parents aware of the deadlines.

If a number of parents do not make the required cost then school can provide 5% of the cost of the trip to cover the loss from the curriculum budget. A deficit of more than 5% of the trip cost will result in it being cancelled. Parents will be informed and deposits/payments made will be refunded. This will be done in line with the payment deadline (at least 4 weeks prior to trip.)

Example: Twin lakes total cost is £2015.10, cost to parents is £22.39 with all 90 children, if 95% of the year group paid the deficit would be £100.76, the shortfall would come from curriculum budget. See attached form.

**There is also an additional £1.00 administration fee added to all trips and activities.**

### **Eligible Benefits**

- Income Support
- Job Seekers Allowance – Income based only
- Employment and support Allowance (Income related)
- Guaranteed Pension Credit (inc. Child Tax Credit)
- Support under Part VI of the immigrations and Asylum Act 1999
- Child Tax Credit, with an annual income of less than £16,190

All discussions relating to individual family's financial circumstances will be confidential.

### **Residential Visits**

Charges will be made for board, lodging, and transport. A savings scheme will be offered to allow parents to spread the cost of such trips over a longer period of time.

### **Optional Activities Outside Of The School Day**

At present school provides before, during lunch and after school activities free of charge, as available. This will be reviewed annually or earlier if necessary. This does not include the privately run before and after school child care facility or the charges of occasional, privately run in school or after school clubs.

**Malicious Damage** Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

### **Standard Charges on Arbor**

School Fund donations- voluntary contribution

Non uniform days are on Arbor- voluntary contribution

### **Hire of Minipitch**

£25.00 per hour per session- see letting policy