



Charging and Remissions Policy

2021-2023

Our Vision

Our children will experience love, respect, faith and success as unique individuals within our school community and the wider world, now and in the future.

Our Mission

“We ask that Christ will live in our hearts through faith making us rooted and grounded in LOVE.”

This policy is based upon the DfE Guidance published in May 2018 in their document called Charging for School Activities.

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.
- instrumental or vocal tuition, for pupils learning individually or in groups, **unless the tuition is provided at the request of the pupil’s parent;**
- Any transport provided by the school during school hours must be provided free of charge (**though a voluntary contribution could be requested**).

Academies can charge for:

- any materials, books, instruments, or equipment, where the child’s parent wishes him/her to own them;

- optional extras these being:

Education provided outside of school time that is **not**:

a) part of the national curriculum;

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

c) part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

- transport (other than transport that is 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 education);

- board and lodging for a pupil on a residential visit;

- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

- music and vocal tuition, in limited circumstances. These being

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

- certain early years provision;
- community facilities

Voluntary contributions

Nothing in the legislation prevents an academy from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the academy should make this clear to parents at the outset. The academy must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. This must be

made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

When making requests for voluntary contributions, parents must not be made to feel pressured into paying as it is voluntary and not compulsory. Academies should avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to

Overnight Stays/ residential

Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are in receipt of certain benefits. Ask our Office staff for a list. The eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The academy must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Although the criteria for being eligible for the remission of charges for board and lodgings is the same as free school meals, that is where the similarity ends. The costs involved in the remission of board and lodgings are to be borne by the school from their contingency funds. There is no return to be completed to re-claim the money back.

Government funding for schools to each local authority recognises the different needs of each area. In terms of the allocation to schools, each local authority sets a funding formula which is agreed with the local schools forum. All local authorities are required to include an element in their formula to reflect the needs of deprived pupils. The amount that individual schools receive from the local authority reflects their relative need compared with other local schools.

In addition, schools receive pupil premium funding for disadvantaged pupils, based largely on those who are eligible for free school meals. This funding is provided by the government to raise the attainment of eligible pupils and narrow the attainment gap between eligible pupils and their peers. It is for academies to decide how to use their formula funding and pupil premium allocation.

Academies cannot exclude children from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a

position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

Items to support the curriculum.

The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Swimming

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

Sports Coaching

All children have games lessons e.g. football, netball, hockey, as part of the school curriculum. We also run after school sport's clubs including football, netball, gymnastics, rounders and athletics. These are funded via Sport Premium Fund and no charge is made for these activities.

Damaged or Lost School Property

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or accidentally by their children, e.g. broken window, damaged or lost books. Any charge made in respect of individual pupils will not be greater than the actual cost of replacement.