



The Key Educational Trust

Charges and Remissions Policy

The Policy is reviewed annually by the
Trust Board

History of Document

Drafted By:	Date of Review	Approved by Finance Committee	Approved by Governors	Date of Next Review
Kirsten Courtney	January 2023			January 2024
Comments:				

1. Introduction

- 1.1 The Trust Board recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards pupils' personal and social education
- 1.2 The Key Educational Trust aims to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- 1.3 While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, the Trust Board reserves the right to make a charge for certain activities organised by the school from time to time.

2. Charging for Optional extras

- 2.1 Each school endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost, and asked to contribute. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity. Charges may include an appropriate element of the pupils' travel cost;
 - the pupils' board and lodging cost;
 - materials, books, instruments, and other equipment;
 - extra staff costs;
 - entrance fees to museums, castles, theatres etc;
 - insurance costs;
 - ParentPay fees

Charging for Residential Activities

- 2.2 If the activity is during school hours, charges will be made for the board and lodging element of such activities, and parents/carers will be asked to make a voluntary contribution towards travel expenses and entrance fees etc. Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other cost will be covered by the charge.

Materials, Equipment and Ingredients

- 2.3 The Trust Board reserves the right to ask for a voluntary contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours, for example during design and food technology lessons for pupils.

Meals

- 2.5 Children in Key Stage 1 are entitled to free school meals. Children in Key Stages 2 and 3, unless entitled to remissions are required to pay for school meals. The meal cost is determined by our catering service provider and will be communicated to parents at the beginning of each academic year or where the provider makes changes. A school meal consists of a meal, dessert and water/juice. The dining centre at Christ Church Academy sells a number of additional snacks and bottled drinks for an additional charge. Dinners are paid for via ParentPay
- 2.6 The dining centre at Christ Church Academy offers a range of breakfast snacks for purchase at morning breaktime. Any items purchased will be charged via ParentPay

Music Tuition

- 2.4 There is a charge for tuition in the playing of a musical instrument, unless it is required by the National Curriculum. Free school meal children at Christ Church Academy are entitled to free music tuition. The charge for music tuition will be reviewed each year in line with costs to provide the tuition. The cost will be notified to parents in advance of the school term and is payable in advance of tuition being provided.

Clubs

- 2.5 There are a number of paid for clubs available to children across the schools within the Trust. Prices for each club are provided to parents at the time of booking and are payable upon booking.

Community Users

- 2.6 Each school may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs. See Lettings Policy.

General

- 2.7 The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence. Damaged / defaced property charges will be levied based on cost of repair/replacement. For CCA pupils, the replacement of lost or unreturned locker keys is £5.00 per key. This is an additional charge to the returnable locker key deposit payable when joining the school.
- 2.8 Each school does not accept any responsibility for the loss or damage of any personal possessions.
- 2.9 The Local Governing Committee may from time to time amend the categories of activity for which a charge may be made.
- 2.10 Subject Access Requests will normally not incur any costs. Requests will only be charged if it is manifestly unfounded or excessive, or if an individual requests further copies of data already provided. In line with ICO guidelines, any fee charged will be for the administrative costs of complying with a request and will be dependent on the

request. Fees will be made explicit to the requester before any work to respond is undertaken.

2.11 Nothing in this policy statement precludes the Local Governing Committee from inviting parents/carers to make a voluntary contribution towards the cost of providing education for pupils.

2.12 A school shop selling a number of stationery and other items is available to pupils attending Christ Church Academy. The school shop is open at morning break time and is based in the finance office.

3. Remissions

3.1 Parents/carers may apply for remission of charges in whole or part, towards the charges for activities. This is available on a case by case basis. The Local Governing Committee may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. In these instances, they can also apply to the PTFA for a donation towards the cost. When arranging a chargeable activity, the Local Governing Committee will invite parents/carers to apply in confidence for the remission of charges in part or in full.

3.2 Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of a proportion of charges for board and lodging costs during residential school trips, (Outdoor Education) and music instrumental tuition:

- Income Support
- Income Based Job Seekers Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income.
- Income Related Employment and Support Allowance. Please note the 'new style' employment and support allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Eligible for Child Tax Credit but not Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. Please note: anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify.
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4-week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time).
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.