

Charges and Remissions Policy

If you require this document in an alternative format please contact
office@tssmat.staffs.sch.uk or 01543 472245

Last review date:		February 2025		
Next Review date:		February 2026		
Review Cycle:		Annually		
Statutory Policy:		Yes		
Publication:		Website. G/Policies		
Date	Version	Reason for change	Overview of changes made	Source
29.09.20	0.1	Scheduled Review	Logo and name updated.J Bowman	Original based on SCC policy
29.09.20	0.2	Scheduled Review	Internal Lead review - No Changes. S Cole	Original based on SCC policy
20.10.20	0.3	Scheduled Review	Board Lead review - No changes C Bradshaw Smith	Original based on SCC policy
20.11.20	1.0	Scheduled Review	Ratified by Board	
10.06.21	1.1	Required updating	Updated charges for Sept 2021 onwards – S Cole	
18.06..21	2.0	Board review	Ratified	
07.06.22	2.1	Scheduled Internal Lead Review	Updated charges for Sept 2022 onwards – S Cole	
17.06.22	3.0	Scheduled Board Review	Ratified	
28.03.23	3.1	Scheduled Internal Lead Review	Updated charges for Sept 2023 onwards, and pupil charge for damage – S Cole	
05.05.23	4.0	Scheduled Board Review	Ratified	
01.03.24	4.1	Scheduled Review - Internal Lead	No changes. SC	
17.04.24	4.2	Scheduled Board Lead Review	No changes. CBS	

19.04.24	5.0	Scheduled Board Review	Ratified	
9.01.2025	5.1	Scheduled Review - Internal Lead		
20.01.25	5.2	Scheduled Board Lead Review		
7.02.25	6	Scheduled Board Review	Ratified	

Index

- 1. Rationale**
- 2. Roles and Responsibilities**
- 3. Voluntary Contributions**
- 4. Remissions**
- 5. Charges**
- 6. Childcare Vouchers**
- 7. Top slice charges to schools**

1. Rationale

To set out what charges will be levied for activities, external lettings and extended provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents for the academic year commencing September 2016 (guidance is based on the Education Act 1996: Sections 449-462).

2. Roles and Responsibilities

The Trust's Board of Directors is responsible for determining and reviewing the content of this policy and the Chief Executive Officer is responsible for its implementation via the Trust's Finance Manager. Any determinations with respect to individual parents/carers or outside bodies will be considered by the Chief Executive Officer.

3. Voluntary Contributions

The Trust would like to provide its pupils with as many opportunities as possible to experience interesting and exciting activities. Unfortunately it is not always possible to fund these additional opportunities from our core funding.

Under the Education Act 1996 Academies are only permitted to ask parents to make a 'voluntary contribution' towards the cost of educational visits or other activities carried out during school hours, or out of school hours if the activity forms part of the National Curriculum etc. Whilst parents are not obliged to make a contribution, a lack of sufficient contributions could result in the cancellation of the visit or activity.

4. Remissions

Children who are in receipt of Free School Meals may be entitled to some remission of charges for board and lodging costs during residential school visits and peripatetic music lessons, as determined by the Trusts' Board of Directors each year. The availability of such remissions will be determined following receipt of the Trusts' funding allocation and agreed at the Spring Term Directors Meeting.

Parents should not assume that remissions received in one academic year will be available in the following year.

The Chief Executive Officer and Directors will give consideration to individual hardship cases not contained within the paragraph above.

5. Charges

Outdoor Education and Educational Visits

For the majority of Outdoor Education / Education Visits the Trust will ask parents to make a voluntary contribution towards the cost of the visit. The Trust is permitted to request payment for certain visits or activities that take place, usually because they are for reward, are delivered outside of the hours of normal education and are not part of the curriculum. These may include the following (the list is not exhaustive but is to provide parents with an idea of the type of activities children may take part in that would fall outside of 'voluntary contributions');

- Annual Year 6 Leavers Night Out;
- Celebrations / Rewards;
- Residential Visits (this can be a combination of both voluntary contributions and charges).

School Meals

The school provides pupils in Years 3 – 6 with a school meal, dessert and drink for £2.80 per day. Children in Reception, Year 1 and Year 2 receive a meal funded by the Government's UFSM Grant.

Parents of children in Years 3 – 6 and in receipt of the following benefits may be entitled to a free school meal and Pupil Premium funding for the school (which may attract remission of fees charged to parents);

- Income Support;
- Income Based Jobseeker's Allowance;
- Income Related Employment and Support Allowance;
- Child Tax Credit, but not Working Tax Credit, and the household income is not more than the levels stated in government guidelines the guaranteed element of State Pension Credit (from 30 April 2005); Support under part VI of the Immigration and Asylum Act 1999.

If you think that you may be entitled to a free school meal for your child please contact the Finance Department via finance@tssmat.staffs.sch.uk or 01543 472245.

Before and After School Care

The Trust offers before and after school care for its pupils in each school. The Before and After school provision is run as a traded service and is not funded via the schools' budgets. For details of the Before and After School charges please contact the individual schools.

Nursery Wrap Around Care

The Richard Crosse and St. Mary's Church of England Primary Schools offer funded nursery and extended paid provision. The extended provision is run as a traded service and is not funded via the schools' budgets. For details of the extended provision charges please contact the school direct.

Peripatetic Music Tuition (Entrust Only)

The Trust currently procures Peripatetic Music Tuition for the pupils in each of its schools. The charges are £75 per term. The Trust has to commit to pay Entrust for music services for the entire academic year. In the event of your child wishing to discontinue lessons or moving to a different school outside of the Trust, the entire academic year's charges will still be due. The £225 annual fee will be due in four instalments in June and July of the previous academic year and September and October of the academic year in which the tuition will be provided.

Peripatetic Music Tuition charges are reviewed in May each year.

Deliberate Damage to School Property

The Trust reserves the right to charge parents for the cost of repair or replacement of deliberate damage done to school property by their child. The Headteacher has discretion to exempt charges on hardship grounds.

6. Child Care Vouchers

The Trust is currently registered with all major childcare voucher providers and the government funded, tax free childcare. Childcare vouchers offer parents tax savings via a salary sacrifice scheme and can be used to pay for before and after school care, holiday clubs and certain other costs charged for out of school activities. Tax free childcare enables parents to receive a 20% top up from the government for any payments made to your childcare account. For further information please contact the Finance Department via finance@tssmat.staffs.sch.uk or 01543 472245.

7. Top slice charges to schools

Our charging as a Trust is currently as follows:

- For the original founding federation of two (St Marys, Richard Crosse) and subsequently The Howard Primary School the fee is managed on a GAG pooled basis and the % paid changes month to month;
- Anson, Mary Howard, St Andrews and All Saints pay 5%;
- Any new school joining will pay 5% unless they are 'Requires Improvement' or less;
- 'Requires Improvement' or less: Due diligence financial reviews and discussions will take place regarding the level of need and % of 'top slice'. This will not exceed 7%.