

The Societas Trust

Charges and Remissions Policy 2016

Introduction

This policy has been drawn up to conform to the charging arrangements for Maintained Schools and Academies as set out in the Education Act 1996.

The Societas Trust recognises that the Act prohibits charges for academy activities which take place within academy hours and/or are part of the academy curriculum. This Policy reinforces that principle, whilst setting out those academy activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

1. EDUCATIONAL ACTIVITIES TAKING PLACE DURING SCHOOL HOURS

Education provided during academy hours will be free of charge.

Academy hours are:

- a) as published by the academy in its prospectus or on the website;
- b) any “twilight sessions” used to deliver the academy curriculum;
- c) The midday break is excluded.
- d) No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the academy curriculum.
However, materials which result in a finished product may be charged for.
- e) The academy will provide all pupils with materials to complete the curriculum. However, for repeated loss of academy equipment a cost may be imposed at the discretion of the Local Governing Body.
- f) **Parents are required to purchase Pay Point cards for Parent Pay in school;**

2. VOLUNTARY CONTRIBUTIONS

a) When organising trips or visits that enrich the curriculum and educational experience of the children, the academy invites parents to contribute to the cost of the trip. If insufficient funds are received to cover the cost of the activity, it may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. The academy will make it clear in its communication to parents that these contributions are voluntary, and that no student will be treated differently according to whether or not the parent/carer has contributed.

b) If a parent wishes their child to take part in a trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

c) The following is a list of additional activities organised by the academy, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities that require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- trips abroad;
- musical events;
- external companies providing enhancement activities.

d) The amount of contribution will not be more than the cost of the transport and entrance.

e) All monies must be sent to the office as it is received in the academy. Envelopes must be opened by the administration team only. The academy now uses the service provided by ParentPay where money due to the school can be paid by parents via ParentPay.

f) Admin will return permission slips to the appropriate class teacher and initialled and marked paid. The team will also keep a tick list of children who have returned their permission slips and contribution.

g) It is the responsibility of the class teacher to remind children to return their permission slips.

h) Children will not be publicly challenged over lack of payment, parents will be contacted if necessary.

3. EDUCATIONAL ACTIVITIES TAKING PLACE OUTSIDE SCHOOL HOURS

A charge may be made for activities which take place wholly or mainly outside academy hours except where the activity is required either:

- a) as part of the syllabus of a prescribed public examination, or
- b) to fulfil statutory requirements of the national curriculum or of religious education,

In which case no charge may be made other than for board and lodging on a residential visit.

For all other activities outside academy hours, the charge will be set to cover the cost of such items as:

- Transport/ travel costs;
- Board and lodging;
- Entrance fees;
- Insurance costs;
- Any materials required for the activity;
- Incidental expenses;
- Costs incurred as a result of teaching and support staff supervising the activity.

The charge should not subsidise any other student participating. Any remission of charges for individual students would be met from the school budget or fundraising activity.

A student's participation in the activity is dependent on the agreement of their parent/carer to meet the cost of the activity, and this agreement will be a pre-requisite to the student's inclusion.

4. MUSICAL INSTRUMENT TUITION

Charges will not be made for class musical tuition during academy hours or out of academy hours where it forms part of the syllabus for a prescribed public examination or is required as part of the national curriculum.

A charge will, however, be made for teaching a student to play a musical instrument either individually or in a group. Where a charge is made for musical instrument tuition, the parent/carer will be invoiced directly by the finance management officer and the 'contract' underlying that activity will be between the school and the parent. Parents will be given until the end of the first full week in October to determine if their child/ren wish to continue with music tuition. At this point school will expect return of signed 'contract' and the first installment of fees. A signed 'contract' will state that all fees will be payable for the current school year.

5. LOSS OR DAMAGE TO SCHOOL PROPERTY

Loss or damage of academy property, e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher/principle may decide. Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

6. OTHER CHARGES

The School may levy a charge for personal requests from internal and external stakeholders.

Telephone Calls:	20p – local calls
	50p – mobile calls
Photocopying &	10p per sheet (black)
Printing	30p per sheet (colour)
Laminating	30p per A4 sheet
	50p per A3 sheet

Any unpaid, returned cheques made by parents, received in the academy from the bank will incur an extra charge of £8.00 as well as the original unpaid fee. This charge will cover the charge made to the academy by the bank. All letters to parents must state that unpaid cheques will incur this charge.

7. REMISSION OF CHARGES

Swimming

The academy organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents for their written permission for their child to take part in swimming lessons.

Parents/carers in Receipt of Free School Meals

Parents / carers in receipt of free school meals may apply to the school for remission of charges for extra curricular activities outside of academy hours or to fund charged activities within the academy e.g. peripatetic musical instrument tuition, swimming lessons, school uniform etc. If application is agreed by the headteacher, the funds will be paid through delegated funding, pupil premium.

Reviewed & Agreed by the Finance Committee

Signed:.....

Chair of Governors Finance Committee

Date:.....

Review Date– Autumn 2017