

**The Societas Trust:**

**..... Primary Academy**



Insert School Emblem

# Charging and Remissions Policy: October 2021



# The Societas Trust

## Charges and Remissions Policy 2021

### Introduction

This policy complies the charging arrangements for Maintained Schools and Academies as set out in the Sections 449-463 of the Education Act 1996.

This policy may be more or less generous than that of the Local Authority but it will have due consideration for, and be in compliance with, the following legislation and statutory guidance:

- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governors' Handbook'
- The General Data Protection Regulation (GDPR) 2018
- Our Funding Agreement
- Academy Trust Handbook 2021

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Debt Recovery Policy
- Freedom of Information Policy and Publication Scheme
- Finance Policy and Procedures including the Scheme of Delegation

The Societas Trust recognises that the Act prohibits any charges levied 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 as published in its prospectus or on the website.

The academy will not charge for:

- a) Education provided during school hours (including the supply of any materials, books, instruments or other equipment.

- b) Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE
- c) Books, materials or equipment deemed necessary to meet the requirements of the academy curriculum
- d) The cost of providing alternative provision for those not participating in an optional activity if a proportion of the optional extra activity takes place during school hours
- e) Examination re-sits if the pupil is being prepared for examinations at school

### **The Academy may charge for**

- a) Loss or deliberate damage of academy equipment (at the discretion of the Local Governing Board)
- b) Optional extras
- c) Music tuition (in certain circumstances)
- d) Certain early years provision
- e) Use of community facilities and other commercial activities
- f) Provision of information within the scope of freedom of information

## **2. OPTIONAL EXTRAS (see section 4 'voluntary contributions also')**

### **The academy may charge for the following optional extras:**

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Part of RE
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the trust board has 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, e.g. breakfast or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

### **3. TRANSPORT**

Charges will NOT be made for:

- Transporting registered pupils to or from the academy premises where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the academy;

However, if appropriate the academy may request a voluntary contribution:

- For transport other than that required for the pupil to be provided with compulsory education.

### **4. 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 there is no obligation for parents to make a contribution, and that no student will be treated differently according to whether or not the parent/carer has contributed. Parents will not subsidise the cost of attendance by children other than their own. Parents will also be notified if assistance is available.

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, The child will not be excluded from the trip or activity. Sometimes the academy pays additional costs in order to support the visit. 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'(see section 3 for further optional extras) This list is not exhaustive:

- visits to museums;
- outdoor adventure activities;
- visits to the theatre;
- trips abroad;
- musical events;
- external companies providing enhancement activities. (vocal or instrumental tuition)

c) Participation in any optional extra will be on the basis of parental agreement which is a pre-requisite before the provision of the optional extra

d) Parents have a right to know how each trip is funded. The academy provides this information on request. The amount of contribution will not be more than the cost of the transport and entrance.

e) All monies must be paid on line using the academies online payment system (Squid).

f) Admin will return permission slips to the appropriate class teacher and initialed 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 / give permission online using ParentPay

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

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

In the event that an activity is cancelled all monies paid will be returned to parents.

## 5. Residential Visits

The school will NOT charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school, or part of RE
- Supply teachers to cover for teachers accompanying pupils on visits

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visits take place. We may charge anything up to the full costs of board and lodging on educational visits, whether it is classified as taking place during school hours or not but the charge will not exceed the actual cost.

Parents will be subsidised for board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Universal Credit (if applied on or after 1<sup>st</sup> April 2018, the household income must be less than £7,400 a year after tax and not including any benefits)
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- Working tax credit run on – paid for four weeks after you stop qualifying for Working Tax Credit
- The guarantee element of State Pension Credit
- An income related employment and support allowance

## 6. Musical Instrument Tuition

XXXXX Primary Academy follows government legislation that states that all education provided during school hours must be free, however, music lessons are an exception to this rule.

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, provided that the tuition is provided at the request of the pupil's parent or guardian. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. 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 academy and the parent. Parents will be given until the end of the first full week in each term to determine if their children wish to continue with music tuition. At this point the academy 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 term.

No charge may be made in respect of a pupil who is looked after by the Local Authority.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

## 7. Loss or Damage to Academy 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/principal may decide. Similarly a charge will be levied in respect of willful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

## 8. Nursery Fees

In order for us to provide a high quality learning experience to all 3 & 4 year olds we offer these afternoon sessions at a charge of £50.00 per week. Fees are payable one month in advance. Full fees are charged for any weeks shortened by absence which includes sickness and holidays in term time. Children will not be allowed to stay without upfront payment. Fees do include lunchtime meals.

## **9. Key Stage 2 Tuck Shop**

The academy provides an optional break time 'tuck shop' for all pupils in Key Stage 2. Prices range from 10p and charge is based on the cost of ingredients and staff time.

At fundraising events such as termly discos and Film Nights the academy offers a tuck shop to raise money for school funds – all of which go towards resources for the children.

## **10. Photographs**

As part of the Photograph Policy parents are unable to take photographs of events such as school productions. Parents are given 2 options as follows once permission has been granted for children to appear in photographs:

Purchasing a professional photograph from our official photographer. Prices set by Altimate Images c/o Mr John Dixon and the academy takes no responsibility for associated costs.

Purchasing a photograph taken by academy staff which are then processed at a local supermarket and sold at cost price.

Photographs may also be taken at fundraising events, such as with Santa at the Christmas Fayre with the aim of raising funds for academy projects. Parental consent required.

## **11. Other Charges**

The academy 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.

## 12. Extended Day Services

XXXXX Primary Academy provides a well-rounded and extensive education for its students which includes a wide range of extra-curricular (extended services) activities

Extended services enable the academy to provide high quality learning opportunities either side of the school day which increase learner engagement and improving outcomes, narrowing gaps in education.

Charges will be made for extended day services offered to pupils (for example breakfast club, after-school clubs tea and supervised homework sessions). The charge will not exceed the cost of providing the activity and no parent will be expected to subsidise others.

## 13. 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

In exceptional circumstances, parents / carers in receipt of free school meals may apply to the academy for remission of charges for extracurricular 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.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing board and headteacher. The headteacher and chair of governors will authorise the remission of charges.

## 14. Community Facilities

Charges may be levied for the use of community facilities, such as swimming pool sessions, and a profit may be generated. However, any such funds will be spent on the charitable purpose of the academy and community.

## 15. Refunds

Requests for refunds for trips will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred. In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment. The academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy because of a pupil's breach of the academy's behaviour policy.

## **16. Inability or unwillingness to pay**

**Xxxxxx Primary Academy** is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## **17. Income generation**

In line with the ESFA's '[Academy trust handbook](#)', the trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

## **18. Freedom of Information Policy and Publication Scheme**

The school's Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information.

## **19. Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the Trust's complaints procedures.

## **20. Policy Review**

This policy may be reviewed annually by the Directors' Board.

**Approved by the Directors' Board on 9<sup>th</sup> December 2021**

*Review Date – Autumn 2022*