



# Charging and Remissions Policy

**Date Agreed:** June 2020

**Review Date:** June 2022

**Signed:** \_\_\_\_\_  
**Chair of Governors**

**St Blasius C of E Primary Academy**

**Charging and Remissions Policy**

## Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	June 2020	CW	LGB	Re-ordered as per DfE document and Trust Updated Policy

## **Policy**

The Local Governing Body of St Blasius C of E Primary Academy, recognises the valuable contribution that the wide range of additional activities, including extra-curricular clubs, visits and residential experiences can make towards pupils' personal and social education and spiritual development.

The Local Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the academy as well as additional optional activities.

## **Education during school hours**

We do not charge for any activity undertaken during school hours (including the supply of any materials, books, instruments or other equipment)

## **Chargeable items**

The academy can charge for

- Any materials which the parent wish the child to own
- Optional extras (see below)
- Music tuition

## **Optional extras**

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

Optional extras are:

- Education provided outside of school hours 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 academy.
  - Part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy.
- Transport (other than transport that is required to take the pupil to school or to other premises where the Local Authority/Local 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).

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity, whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## **Voluntary Contributions**

When additional activities are planned during school hours, parents may be invited to make a voluntary contribution towards the cost of the activity.

The academy reserves the right to cancel the activity if the total of voluntary contributions does not sufficiently support the cost of the activity within school time and will make parents aware of

this in the letter requesting their voluntary contributions. The academy will make it clear from the outset what their policy is for allocating places on school visits.

There will be no obligation to contribute and children will not be treated differently if no contribution is made, but parental permission must still be received for their attendance and participation. Parents may also be offered the opportunity to pay in managed installments. The academy will inform parents on low income of the support available when asking for contributions towards the cost of activities.

### **Music Tuition**

Charges will be made to cover the cost to the pupil for providing individual or group lessons, where tuition has been requested by the pupils' parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charges cannot be made if the tuition is an essential part of the national curriculum or if the pupil is looked after by a Local Authority (within the meaning of section 22(l) of the Children Act 1989).

### **School uniform/Clothing**

Although no charge can be made for 'equipment' for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as P.E kit, protective aprons and sports kit. School uniform items are available from our uniform supplier – Kids and Co in Ryde.

### **Photographs**

Parents are wholly responsible for the cost of school photographs, however purchase is not compulsory.

### **Materials**

Charges may be made to cover the cost of materials used to produce a finished article, (i.e. for Cooking and art) where the pupils' parent wishes him/her to bring home the finished product.

### **Breakages**

Parents will be asked to pay the full cost or a reasonable amount towards the cost of academy property such as replacing a broken window or repairing damage to the building/grounds, furniture and fittings, fire extinguishers, defaced, damaged or lost materials etc where this is the result of poor pupil behavioural choices.

Parents will also be charged £5 for the loss or damage beyond repair, of an academy library book that their child has borrowed.

### **Transport**

The academy **cannot** charge 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 Local Governing Body or Local Authority 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.
- Transport provided in connection with an educational visit.

### **Residential Visits**

The academy **cannot** 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The academy **can** charge for board and lodging and the charge must not exceed the actual cost.

When the academy informs parents about a forthcoming visit, they will make it clear in the information letter, that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The eligibility criteria is aligned to that of Free School Meals.

### **Remissions**

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Local Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full.

The Pupil Premium may be used in part, to support pupils who are entitled to Ever 6, FSM, are a Service Family or who are in Local Authority Care. The Principal will make authorisation of remission.