



St Peter's Cross Key's Academy

# Charging and Remission Policy

# **St Peter's Cross Key's Academy Charging and Remission Policy**

## **1. Statement of Intent**

St. Peter's Cross Keys Academy is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances and has established the following policy to ensure that no child is discriminated against by the offering of school trips, activities and educational extra's.

In addition, we are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DFE.

We promise not to charge for education provided during school hours and to inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards school visits.

This policy has been written using the DFE "Charging for school activities) 2018 guidance and operates in conjunction with the following school policies:

- Complaints Procedure
- Finance Policy
- Freedom of Information Policy

## **2. Charging for Education**

The school will not charge for:

1. Admission applications
2. Education provided during school hours (including the supply of materials, books or other equipment)
3. 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.
4. Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.
5. Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
6. Examination resits, if the pupil is being prepared for the resits at the school.

The school may charge for:

1. Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
2. Optional extras.
3. Music tuition (in certain circumstances).
4. Certain early years provision.
5. The use of community facilities and other commercial activities.
6. Provision of information within the scope of freedom of information.

## **1. Optional extras**

The school 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

## **2. Voluntary Contributions For Day Trips**

The school will ask for voluntary contributions for school day trip visits, however pupils have to pay for optional extras (such as extra activities, ice creams etc).

The cost per pupil will not exceed the amount calculated as cost per head i.e. parents who make contributions will not be asked to pay an increased amount to cover children from parents who cannot or will not pay.

The school will make it clear in its trip notifications that, if insufficient contributions are raised, the trip may not go ahead. The school receives no additional funding for visits and any shortfall has to come from the schools resources budget.

If a parent is unwilling or unable to pay, their child will be given an equal chance to participate in visits. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. However, they will be unable to participate in activities which are designated as optional extras. If a trip is cancelled because of insufficient contributions, refunds will be made to those who have already contributed.

## **3. Residential Visits**

The school will charge parents for the actual cost for board, lodging and activities outside school hours plus ask for a contribution towards other activities and any transport costs.

The cost of the trip will be calculated and parents sent a payment schedule, allowing them to spread the cost of residential trips over a period of months, should they so wish.

All payments for residential visits must be received by the end of the week before the trip is due to take place. If this does not happen then the child will not be able to go. A refund of any payments made may not be possible as the school may have to pay late cancellation charges. In some cases full payment may still be required from the parent as the school may still have to pay fully for the cancelled trip.

Parents who decide to withdraw their child from residential trips before the travel date may not be able to receive a full refund, due to payments already made by the school and the booking terms and conditions of the residential provider(s). The school will however, endeavour to refund as much as possible.

Parents have to pay for board and lodgings and certain optional extras (such as bowling, theatre trips which are not related to education). Transport and educational activities during the day are contribution based. If insufficient contributions are received, the residential will not go ahead. The school does not receive any additional funding for non-pupil premium children and any shortfall has to come from our resources budget.

#### **4. Remission for School Trips and Residential Visits**

The Governors have agreed that any child who receives additional funding through the pupil premium or who is claiming Free School Meals (benefit driven free meal entitlement, not through the Universal Infant Free School Meal scheme for key stage 1 children) is entitled to:

- 50% reduction in the contribution cost of **day visits**
- Free board and lodgings with payment of the remainder of the trip (activities, transport etc) as a contribution unless they are designated as optional extras (see above) for **residential visits**.

If you think you may be entitled to claim for Free School Meals please follow the link on our website or call 0300 500 8080. You will need your National Insurance number.

#### **5. Music Tuition**

Charging relates to music lessons provided by peripatetic music teachers from Inspire – the Arts Support Service from Notts County Council, who visit the school to provide individual or small group music lessons which are not part of the school's curriculum.

Charges for these lessons are advised termly in advance. The cost is calculated on a per week basis and payments must be received by the start of the term to which the payments relate.

Pupils who are under the care of the Local Authority or are in receipt of certain benefits are eligible to receive free music lessons, but their music teacher must confirm that they have made good

progress, have been practising and have a good record of attendance. The cost of the first six lessons will be met by the school in these circumstances.

Sometimes the school receives a term of free music lessons for a whole class from Inspire. On these occasions lessons are free but parents will be charged if they lose or damage a loaned instrument.

The school also has a peripatetic music teacher from Music For Schools Foundation. All lessons and instrument hire are booked directly through MFSF with the school providing teaching space free of charge.

## **6. Breakfast Club**

Breakfast Club charges on a cost per day attendance.

Bookings and payment have to be made half termly in advance. A form is available from the school office.

Payments cannot be refunded if a child does not use a session which has been paid for. This is because staff will have been asked to work, depending on booking numbers and will still need to be paid.

## **7. Cooking Club**

From time to time the staff may run a cooking club. A small charge will be made on a weekly basis to cover the cost of ingredients. Any items made will be taken home. Any child in receipt of the pupil premium will have these costs covered by the school.

## **8. After School Sports Clubs**

From time to time the school may offer after school sports clubs. Parents may be asked to pay a small contribution towards salary costs. Any child in receipt of the pupil premium will have this contribution covered by the school.

## **9. Other After School Clubs**

The school reserves the right to ask for contribution's to other after school clubs where it needs to pay another outside provider or provide specialist materials. Any child in receipt of the pupil premium will have this contribution covered by the school.

## **10. Nursery Provision**

The school reserves the right to charge for any places provided in nursery provision (2, 3 or 4 year olds not in Foundation 2 age range).

## **11. Items Requested Under Freedom of Information Act**

Please see the designated policy which covers costs of information provided under the Freedom of Information Act.

## **12. Any Other Activities not specifically covered above**

The school will take into account the principles outlined above when deciding on charging for activities not specifically covered.

## **13. Damaged or lost items**

The school may charge for the cost of replacing items that are damaged or lost due to negligence or poor behaviour of pupils or their parents e.g. water damaged reading book

## **14. Remissions**

The school has set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities (correct as at 21/6/22):

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should speak to their class teacher in the first instance or the school office.

## **15. School trip refunds**

1. All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

2. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.
3. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.
4. In the event the school cancels a trip due to insufficient contributions, those that have already paid will receive a refund.
5. In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
6. Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
7. In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
8. In the event that a school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
9. In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
10. Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.
11. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
12. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Policy reviewed: July 2024

Next renewal: July 2026

Signed: Chair of Governors:



Date: 09/2024

Headteacher:



Date: 09/2024