



## ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

### CHARGING AND REMISSION POLICY

#### **Introduction:**

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the Governing Body of the Academy Trust

#### **Aims and Objectives:**

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

#### **The Legal Position**

School may invite but not require parents to make voluntary contributions to the school's activities in order to enhance what is otherwise provided eg school visits or journeys.

Charges may be made for the cost of activities provided outside school hours except where the activity is specifically required by external examination syllabus or national curriculum legislation.

Schools are prohibited from charging for any activity undertaken within normal school hours except for board and lodging on residential courses.

#### **Activities partly during school hours**

If 50 per cent or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the lunch break in the middle of the day.

Where less than 50 per cent of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## **Charges**

We categorise trips at the school as 'Curriculum Related' and 'Entirely Optional' and ask for voluntary contributions for trips that are 'Curriculum Related'. A charge will be made for 'entirely optional trips' and no remission is available from the School. An alternative school based activity will always be provided for children who do not wish to participate in an 'entirely optional' trip.

### **Voluntary Contributions**

In seeking voluntary contributions for curriculum linked school activities, schools must make it clear to parents that:

- There is no obligation to contribute.
- That pupils will not be treated differently according to whether or not their parents have made a contribution.

In consequence schools are permitted and are strongly advised to:

- Indicate the level of contribution required for the activity to take place.
- Consider that such contribution may include, for example, an element to cover the participation by pupils from low-income families or the cost of travel for accompanying teachers.
- Indicate that the activity may not take place if parents are reluctant to support it.

### **Charitable Fundraising / Non uniform days**

The School undertakes many fundraising activities. All donations are voluntary.

### **Chargeable Activities**

#### **Activities outside school hours**

Non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours

#### **Residential activities**

Board and lodging costs of overnight school trips. When any trip is arranged parents will be notified of the policy for allocating places.

### **Music tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. This is to allow pupils greater access to vocal and instrumental tuition. Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing during the school day, when requested by parents, as well as music tuition outside of the school day

*We will not charge for the above activities if the pupil is a Looked After Child*

### **Concerts and Drama Performances**

Some performances held during the evenings will be charged per person entry, with the proceeds usually supporting the production costs, the drama or music departments or for charity fundraising

### **Breakages and Damages**

The Governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced text books and resources.

### **Refunds**

The school does not make a profit on trips or extra-curricular activities. Cancellation charges apply to all trips since charges are made by providers upon receipt of the first deposit so the school will be charged in full for the place reserved. Refunds are not given if a child cannot attend a trip or extra-curricular event unless a refund is issued by the provider. If a child is unable to attend at the last moment through illness, then a refund of cost may be given upon receipt of a doctor's certificate and only if issued by the provider. The initial deposit still remains non-refundable.

### **Residential Trips**

Refunds are only granted once written notice of a cancellation is received for a pupil and the following scale charges will apply for each cancelled place:

More than 150 days prior to departure	Loss of deposit plus associated transport costs
Between 150 and 31 days prior to departure	Please speak to the school office about the amount that may be refundable as it is at the discretion of the booking provider's policy.
Between 0 and 30 days prior to departure	Loss of 100% of entire trip fee

The full payment is non-refundable in the event of your child's withdrawal from the trip. This includes costs associated with transport.

### **Remissions**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that activities and visits classed as 'Curriculum Related' or where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Set out below are the circumstances in which charges may be waived.

Parents in receipt of the following qualify for remission against the specified charges:

- Income Support or Income-Related Employment and Support Allowance
- Income-based Jobseeker's 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension Credit

For residential activities deemed to be optional visits, such remissions are at the discretion of schools and their Governors.

### Resources

Parents will not be required to supply books, materials or other equipment for use in school hours, but parents are invited to assist with the provision of any basic items listed in the school prospectus.

### Additional considerations

The school recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school term so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and if possible we will avoid that method of selection.

### Procedures for complaints regarding the implementation of the Policy

The procedure for complaints is outlined in the School's Complaints Policy, which should be consulted prior to any complaint being made.

<del>Created/Updated/</del> Reviewed		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Cathy Carlisle	Autumn Term 2016	Finance Committee	Autumn Term 2016	2 Years	Autumn Term 2018	<i>Cathy Carlisle</i>	<i>W. Hillend</i>
<del>Created/Updated/</del> Reviewed		Full Governing Body	Spring Term 2017				
Cathy Carlisle	Spring 2017						

The following statement will be included on all letters:

I have read, understood and accept the schools charging and remissions policy (available on the school website)