



The Federation of Mowden Schools (Academy Trust)

Charging and Remissions Policy

Date policy approved	22 nd June 2016
Date policy reviewed	20 th June 2018
Review frequency	Two years
Next review date	June 2020
Version	1
Approving body	Finance and Audit Committee

Approved by Chair of Finance and Audit Committee:

Signature  Dated 5-7-18

Name DAVID HOLMES

Approved by Chair of Governors:

Signature  Dated 27.6.18

Name T. D. HOLMES PAYNE

Main points

The Federation of Mowden Schools (Academy Trust) meets legislation regarding charging and remissions as set out in its funding agreement.

All education provided during school hours is free; The Federation does not charge for any activity undertaken as part of the National Curriculum, or associated materials.

The Federation informs parents/carers on low income and in receipt of the benefits listed below that support is available for school trips where a monetary contribution is requested from families.

Optional Extras:

Optional extras include:

- Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum, a syllabus for a prescribed public examination that the pupils being prepared for at school or to Religious Education)
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) in school
- Transport (other than transport that is required to take the pupils to school or to other premises where the local authority/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 (eg breakfast club, afterschool clubs)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board and lodging, materials, books, equipment, entrance fees and will not exceed the actual cost. Parental agreement is required in advance of any pupil taking part in an optional extra activity for which there is a charge.

The following is an example list of additional activities which may be organised by the Federation, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events

Voluntary contributions for activities as part of the Curriculum:

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to make a voluntary contribution towards the cost of the activity through a letter to families which will include details of the event and the cost. Families will be advised if the activity relies on sufficient voluntary contributions to cover the cost in order to go ahead.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child will be allowed to participate fully in the trip or activity as long as parental consent has been given.



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Signature

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TLP

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Music Tuition:

All children study music as part of the normal school curriculum and the Federation do not charge for this.

The Federation works with Durham Music to provide opportunities for peripatetic instrument tuition for pupils, either individually or as part of a small group. Families who take up this opportunity will be invoiced directly by Durham Music for this service. We provide parents with information about additional music tuition in Year 4.

Residential Visits:

The school organises an annual residential visit for Year 6 children which provides many opportunities for development through experiences not available in school. The cost of this trip covers board and lodging and transport.

The cost of this trip will be based on travel costs, entrance to sites, materials and charges for activities experienced.

Parents will be given the option of a payment plan to spread the cost of the residential visit. The Federation will provide financial support to enable the participation of pupils whose families may otherwise not be able to meet the cost.

Swimming:

The school organises swimming lessons and necessary transport for pupils. Lessons take place in school time and are part of the National Curriculum. The Federation does not charge families for this activity.

We inform parents when these lessons are to take place and we ask for their written permission for their child to take part.

Charging in Kind:

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for, or require the supply of, ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Breakages & Fines:

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour

Special Needs:

The Federation supports pupils with special needs and disabilities to ensure that, as far as possible, all pupils are able to access the curriculum and other opportunities in school.