



Charging and Remissions Policy

Upton St James CE Primary School

Based on the MAT finance regulations Appendix 12

Reviewed by FGB 26 Nov 2018

Date of next review Autumn 2019

CHARGING & REMISSIONS POLICY

APPENDIX 12

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All academy policies reflect the values of each of the academies

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the Trust will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as: **8.55 am until 3.20 pm.** The lunch break does not form part of the school day.

Responsibilities

The Head teacher will ensure that staff are familiar with and correctly apply the policy. The Directors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided. Some activities may incur a voluntary contribution. This contribution includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (*See below*)

There will be no charge for any activity that is an essential part of the syllabus.

Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Head teacher to agree to their child being absent for that period.

Payment will be sought from parents for damage or loss of academy property when this occurs deliberately or through negligence.

No charge will be made for books, materials or equipment provided in connection with the National Curriculum unless parents wish their child to purchase a product (eg Food Technology).

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Minibus



St Christopher's Multi Academy Trust Charging and Remissions Policy

Charges associated with an academy mini-bus will cover only actual costs incurred, including depreciation; the service should not make a profit for the Trust.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, pupil premium and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits ie:

- Income Support (IS)
- Employment and Support Allowance (income related)
- Child Tax Credit **without** Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190
- Income based Jobseeker's Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

All requests for support with charges will be considered by the academy.

The principles of best value will be applied when planning activities that incur costs to the academy and/or charges to parents.

Music Tuition

In cases of hardship the academy will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

The Head teacher has the discretion to make any ultimate decision regarding this charging and remissions policy.

