

2017 -2018

Potential in Everyone Academy Trust
CEO – David Whitehead



CHARGING & REMISSIONS POLICY

June 2018

Committee	Finance & Staffing Committee
Approved on	13 March 2018
New Review date	March 2019
Version Control	v1.2

1. Purpose of Policy

- 1.1 The purpose of this policy is to set out what charges can and cannot be made to children for activities by Potential in Everyone Academy Trust.
- 1.2 The policy has been drawn up in accordance with Sections 449-462 of [The Education Act](#) which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities which also apply to the Potential in Everyone Academy Trust as set out in our Funding Agreement with the Secretary of State.
- 1.3 We believe the children benefit from outside visits, journeys, visitors and extra-curricular activities in sport and the creative arts. We follow government regulations on charging. When an event takes place during school time, we ask the parents of the children benefiting to share the cost. Legally, we will request voluntary contributions, but if we do not receive enough to cover the cost, the activity may be cancelled.
- 1.4 This Policy will be adopted by all schools within Potential in Everyone Academy Trust.

2 Remission of Charges

- 2.1 No child is barred from attending because his/her parents have not contributed. Families that the Head teacher believes are experiencing financial hardship, are not expected or pressured to pay. We keep such information confidential and handle situations discreetly.

3 Circumstances where no Charge is Made

Areas where no charges are made are as follows:

- 3.1 Education in School
 - Education provided wholly or mainly during school hours.
 - Admission to school for children of compulsory school age.
 - Activities that are part of the entitlement* curriculum for all children, or are part of a prescribed examination syllabus, or part of Religious Education.
 - The supply of any materials, books and instruments or other equipment that are a requirement of the entitlement curriculum.
- 3.2 Transport
 - Transporting registered children to or from the School premises, where the local authority has a statutory obligation to provide transport.
 - Transporting registered children to other premises where the Trust Board or local authority has arranged for children to be educated.
 - Transport that enables a child to meet an examination requirement when he has been prepared for that examination at the School.
 - Transport provided in connection with an educational visit, which is part of the entitlement* curriculum.
- 3.3 Residential Visits
 - 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 entitlement* curriculum, or part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of religious education.

3.4 Music Tuition

- Children learning to play musical instruments as part of the entitlement* curriculum; or part of a syllabus for a prescribed public examination that the child is being prepared for by the schools, or part of religious education;
- Cost associated with preparing a child for an examination**.

3.5 Examination Fees

- Entry for a prescribed public examination if the child has been prepared for it at the school.

4 Circumstances where the school may charge the Parents

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

4.1 Education

- Activities that take place mainly or wholly out of school time if they are not part of the entitlement curriculum, not part of a syllabus for a prescribed public examination that the children are being prepared for at the School and not part of religious education.
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the child wish to keep the finished product e.g. ingredients or materials.

4.2 Music Tuition

- Musical instrument tuition provided to individual children or to a group of not more than four children if the teaching of music tuition is not part of the entitlement curriculum.

4.3 Transport

- Transport that is not required to take the child to school or to other premises where the governing body have arranged for the child to be provided with education.

4.4 Examination Fees

- An examination that is independent of the School curriculum, but the School arranges for the child to take it.

4.5 Board and Lodging

- The cost of board and lodging for residential trips, even when taking place largely during school time. Children whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging.

4.6 Wrap Around Care / After School Clubs

- Charges as set by the individual school will apply to any Breakfast and After School clubs.

5 Pupil Premium

Schools may use Pupil Premium funding on a case by case basis to offer support for activities such as music tuition, trips and paid for clubs. This should be considered by schools for such pupils who meet the Pupil Premium criteria and who ordinarily would be precluded from activities due to costs. Parents should apply to the school to be considered for Pupil Premium funding via an application form available from all school offices.

6 Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities that supplement the normal School curriculum. (For example cost of entry to Swimming Pool and transportation to Swimming pool **not** for Swimming Tuition)

Requests to parents for voluntary contributions will state that:

- there is no legal obligation to make a voluntary contribution;
- children will not be excluded through parents' inability or unwillingness to pay;
- children of parents who cannot contribute will not be treated any differently;
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Requests made for voluntary contributions made in respect of individual children must not include any element of subsidy for any other children wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

7 Supplementary Information

Parents can be invited to equip their child with items of personal equipment intended for use solely by their child such as Uniform, P.E. Kit, Calculators, and Pens etc.

8 Breakages and Damages

Where a student's behaviour results in damage to school property or equipment, the parents may be asked to pay for the necessary repair or replacement of the damage. Each incident will be dealt with on its own merit and at the School's discretion.

9 Nursery

Within the Trust there is one school which has a Nursery, and that is The Oaks Infant School. The Nursery is for children aged three and four with the opportunity to start the term after their third birthday. These children are entitled to 15 hours of Universal Funding with some families eligible for up to 30 hours of free Nursery provision. The

school offers additional 'top up' sessions so that wrap around care can be provided for children if required by their parents. These additional sessions (including lunchtimes and Breakfast Club) are charged at a rate which is in-line with the funding received from the Local Authority and / or the cost of staff and resources (e.g. food).

Definitions: * entitlement curriculum' is the learning activities and experiences that the school will make available to all or any child that is provided wholly or mainly during school hours.
**The School does not currently enter children for any form of public music examination.