



**Alma
Primary**

עולם חסד יבנה
A world built on kindness

Alma Primary Charging and Remissions Policy

Policy no. 12

Responsibility: *Marc Shoffren*
Governor responsible: *Operations committee*
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Policy Development (New – change)

Change	Responsible	Date
Additional note on charging for family activities	MJS	Jan 19
Sections on optional extras, school trip refunds and voluntary contributions.	MJS	Jan 22
Reviewed – no changes	MJS	July23

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Key points: This policy outlines the areas for which the Headteacher and Governing Body will make a charge for pupil activities. This includes:

- School outings and residential trips in school time
- Activities outside school hours
- Materials
- Acts of vandalism and negligence
- Writing individual references for children to go to other schools
- In some cases, recovery of examination fees e.g. external music exams or other accreditation

1. Introduction

- 1.1. The Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend children's learning and to contribute to their personal development.
- 1.2. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities, however, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.
- 1.3. This policy will set out the circumstances in which charges will be made for school activities and when charges may be waived in order to ensure that all children have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.
- 1.4. Throughout this policy, the term "parents" means all those having parental responsibility for a child.

2. Aims. The Headteacher and Governing Body aim:

- to encourage and promote external activities which give added value to the curriculum;
- to make school activities accessible to all pupils regardless of family income;
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the school;
- to respond to the wide variations in family income while avoiding adding additional unexpected burdens to the school budget.

3. Charging. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- 3.1. The costs of school outings and residential trips, including the board and lodging element of the residential experience, as well as any insurance costs;
- 3.2. The full cost for each pupil of travel, accommodation, entrance fees, insurance charges and any other costs associated with outings or residential trips in the United Kingdom and abroad, which take place at weekends and during holidays and which are deemed to be optional extras.

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- 3.3. The costs of extra-curricular activities outside school hours or during non-teaching time including, breakfast club, lunch time clubs and after-school care provision.
- 3.4. The full costs associated with individual or small group tuition in the playing of a musical instrument, whether in or out of school time.
- 3.5. The full costs of activities which take place wholly or mainly outside of lesson times, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties related to the National Curriculum or to Religious Education.
- 3.6. The cost of essential ingredients or materials for practical subjects, where the school is not able to provide these, or if parents have indicated in advance that they wish to own the final product;
- 3.7. The full costs of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside of school hours.
- 3.8. The full costs of re-sits of prescribed public examinations where no further preparation has been provided by the school.
- 3.9. The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student. If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the school may seek to recover the fee from the parent. There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the school.
- 3.10. The costs (full or partial at the head teacher's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the school.
- 3.11. A nominal cost for individual references to independent or private schools.
- 3.12. The costs of any additional supervision incurred in respect of families who are repeatedly late in collecting children.
- 3.13. The full or partial costs of any family learning activity either in school time or outside of normal school operating times.
- 3.14. Provision of information within the scope of freedom of information.
- 3.15. The school reserves the right to charge an administrative fee for certification of passports, driving licences, confirmation of examination results, photocopying etc.
- 3.16. The use of community facilities and other commercial activities.
- 3.17. In addition, the school reserves the right to charge a non-refundable administrative fee in regard to hire of the school site to external users.

4. **Optional Extras.** The Governing Body may charge for the following optional extras:

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- 4.1.1. 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 student is being prepared for at the school;
 - Part of RE;
- 4.1.2. Examination entry fees where the student has not been prepared for the examinations at the school;
- 4.1.3. Transport, other than that required to take the student to school or to other premises where the Governing Body has arranged for the student to be provided with education;
- 4.1.4. Board and lodging for a student on a residential visit;
- 4.1.5. Extended day services offered to student, e.g. breakfast or out-of-school provision.
- 4.2. 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
- 4.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. A subsidy will not be charged for any students wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.
- 4.4. The school will not charge for supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.
- 4.5. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.
- 4.6. If a charge is to be made for a particular activity, such as optional extras, parents will be given a summary explanation of how the charge will be calculated.
- 4.7. Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the student's parents/carers. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition. In particular, in regard to music tuition:
 - Charging will not be made if the teaching is an essential part of the national curriculum.
 - Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.
 - No charge will be made in respect of LAC, where provision of peripatetic music is agreed with carers as part of the plan of support put in place for them.

5. **Voluntary contributions.** The school invites families to make voluntary contributions towards the benefit of the school and nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. Such contributions are voluntary, so that children of parents who do not contribute will not be discriminated against and no pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
6. **Remissions.** Where the parent(s) of a student are in receipt of qualifying state benefit(s), the Governing Body will provide funds to enable parents in financial difficulty to send their children on visits and activities.
- 6.1. Parents in receipt of any of the following benefits may request assistance with the costs of activities:
- 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)
- 6.2. 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.
- 6.3. In particular the school will aim to support any residential activity that is organised for the student and which takes place within school time or any residential visits outside school time which are covered by the following criteria, where the education is provided:
- To fulfil any requirements specified in the syllabus for a prescribed public examination;
 - Specifically to fulfil statutory duties relating to the National Curriculum;
 - Specifically to fulfil statutory duties relating to Religious Education.
- 6.4. The Governing Body delegates to the Headteacher the power to remit charges in full or in part to other parents after considering other specific hardship cases. Parents are

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invited to apply, in the strictest confidence, for the remission of charges in part or in full, which the Headteacher will remit, where appropriate.

- 6.5. To request assistance, parents should contact the School Business Manager, Rebecca Doctors, via the school office.

7. School trip refunds

- 7.1. 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.
- 7.2. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.
- 7.3. 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.
- 7.4. In the event that a child or their parents cancel the student'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 child's place on the trip, and whether the place on the trip can be offered to another student.
- 7.5. In the event that a child 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 the reason for cancellation, whether the school will be reimbursed for the child's place on the trip, and whether the place on the trip can be offered to another student.
- 7.6. Where a child or their parents have previously cancelled a place on a trip, the school has the right to refuse to allow the child to attend future trips and visits.
- 7.7. In the event that the decision is made to postpone a trip due to unforeseen or 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.
- 7.8. 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 £2 per child.
- 7.9. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all students and their families are treated equally.

8. **Income generation.** In line with the ESFA's 'Academy trust handbook', the trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

9. **Monitoring, Evaluation and Review.** The Governing Body will aim to review this policy annually, assess its implementation and effectiveness. The Finance and Operations

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Committee of the Governing Body will normally review this policy on behalf of the Governing Body. The policy will be promoted and implemented throughout the school.