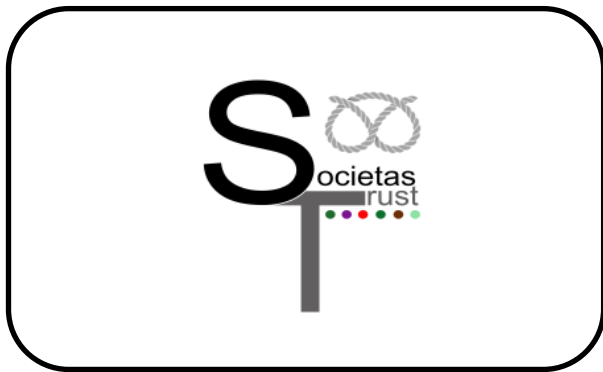


**The Societas Trust:
Summerbank Primary Academy**



**Charging and Remissions Policy:
December 2018**



The Societas Trust

Charges and Remissions Policy 2018

Introduction

This policy has been drawn up to conform to the charging arrangements for Maintained Schools and Academies as set out in the Sections 449-463 of the Education Act 1996.

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018 'Charging for School Activities')
- DfE (2017) 'Governors' Handbook'
- The General Data Protection Regulation (GDPR) 2018

The Societas Trust recognises that the Act prohibits charges for academy activities which take place within academy hours and/or are part of the academy curriculum. This Policy reinforces that principle, whilst setting out those academy activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

1. EDUCATIONAL ACTIVITIES TAKING PLACE DURING SCHOOL HOURS

Education provided during academy hours will be free of charge.

Academy hours are:

- a) as published by the academy in its prospectus or on the website;
- b) any "twilight sessions" used to deliver the academy curriculum;
- c) The midday break is excluded.
- d) No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the academy curriculum.
However, materials which result in a finished product may be charged for.
- e) The academy will provide all pupils with materials to complete the curriculum. However, for repeated loss **or deliberate damage** of academy equipment a cost may be imposed at the discretion of the Local Governing Body.

TRANSPORT

Charges will not be made for:

- Transporting registered pupils to or from the school premises where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body has arranged for pupils to be educated

- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational visit

However, if appropriate the school may request a voluntary contribution.

2. VOLUNTARY CONTRIBUTIONS

a) When organising trips or visits that enrich the curriculum and educational experience of the children, the academy invites parents to contribute to the cost of the trip. If insufficient funds are received to cover the cost of the activity, it may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. The academy will make it clear in its communication to parents that these contributions are voluntary, and that no student will be treated differently according to whether or not the parent/carer has contributed.

b) If a parent wishes their child to take part in a trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

c) The following is a list of additional activities organised by the academy, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- outdoor adventure activities;
- visits to the theatre;
- trips abroad;
- musical events;
- external companies providing enhancement activities.

d) The amount of contribution will not be more than the cost of the transport and entrance.

e) All monies must be paid in cash to the class teacher along with the permission slip.

f) It is the responsibility of the class teacher to remind children to return their permission slips.

g) Children will not be publicly challenged over lack of payment, parents will be contacted if necessary.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

3. EDUCATIONAL ACTIVITIES TAKING PLACE OUTSIDE SCHOOL HOURS

A charge may be made for activities which take place wholly or mainly outside academy hours except where the activity is required either:

- a) as part of the syllabus of a prescribed public examination, or
- b) to fulfil statutory requirements of the national curriculum or of religious education,

In which case no charge may be made other than for board and lodging on a residential visit.

For all other activities outside academy hours, the charge will be set to cover the cost of such items as:

- Transport/ travel costs;
- Board and lodging;
- Entrance fees;
- Insurance costs;
- Any materials required for the activity;
- Incidental expenses;
- Costs incurred as a result of teaching and support staff supervising the activity.

The charge should not subsidise any other student participating. Any remission of charges for individual students would be met from the school budget or fundraising activity.

A student's participation in the activity is dependent on the agreement of their parent/carer to meet the cost of the activity, and this agreement will be a pre-requisite to the student's inclusion.

See section 452 of the Education Act which defines what counts as "during school hours"

4. RESIDENTIAL VISITS

Residential visits charges to parents do not exceed the cost of the trip. Opportunities for parents to apply for funding are discussed at the residential trip meeting and forms sent out by the office. Parents are encouraged to apply for funding each year. Support is available from the school office for parents experiencing difficulties completing documentation relating to funding applications.

5. MUSICAL INSTRUMENT TUITION

Charges will not be made for class musical tuition during academy hours or out of academy hours where it forms part of the syllabus for a prescribed public examination or is required as part of the national curriculum.

A charge will, however, be made for teaching a student to play a musical instrument either individually or in a group, provided that the tuition is provided at the request of the pupil's parent or guardian. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. No charge may be made in respect of a pupil who is looked after by the Local Authority.

6. LOSS OR DAMAGE TO SCHOOL PROPERTY

Loss or damage of academy property, e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher/principle may decide. Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

7. NURSERY FEES

We are proud to offer free full-time nursery places at Summerbank Academy in order to fully prepare children for Reception Class. Nursery children are charged for school meals each day as this ensures that the children have the opportunity to try a diverse range of foods and become familiar with lunchtime routines.

8. BREAKFAST CLUB AND BREAK SALES

Our breakfast club is open from 8am each day. Entrance fee is £1 per child with a variety of breakfast items on offer to order. Charges vary depending on the items ordered.

Children in Key Stage 2 are able to purchase break snacks each day from the school kitchen. Charges vary depending on the items ordered.

9. PHOTOGRAPHS

Each year a professional photography company come to school to take individual and group photographs and Y6 leavers photographs.

Children with permission will be automatically photographed. Sample photos are sent home to parents / carers. Orders are placed with the photography company and parents are charged directly by the company.

10. OTHER CHARGES

The School may levy a charge for personal requests from internal and external stakeholders.

Telephone Calls: 20p – local calls

50p – mobile calls

Photocopying & 10p per sheet (black)

Printing 30p per sheet (colour)

Laminating 30p per A4 sheet

50p per A3 sheet

11. EXTENDED DAY SERVICES

Charges will be made for extended day services offered to pupils (for example breakfast club, after-school clubs tea and supervised homework sessions).

12. REMISSION OF CHARGES

Swimming

The academy organises swimming lessons for children in Y3 upwards. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents for their written permission for their child to take part in swimming lessons.

13. COMMUNITY FACILITIES

Charges may be levied for the use of community facilities, such as swimming pool sessions, and a profit can also be generated. However, funds will be spent on the charitable purpose of the academy and community.

Approved by the Director's Board on 13th December 2018

Review Date– Autumn 2019