

# The Societas Trust: Summerbank Primary Academy



## Charging and Remissions Policy: October 2020



# The Societas Trust

## Charges and Remissions Policy 2020

### Introduction

This policy complies the charging arrangements for Maintained Schools and Academies as set out in the Sections 449-463 of the Education Act 1996.

This policy may be more or less generous than that of the Local Authority but it will have due 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 (2020) 'Governors' Handbook'
- The General Data Protection Regulation (GDPR) 2018
- Our Funding Agreement

The Societas Trust recognises that the Act prohibits any charges levied 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 as published in its prospectus or on the website.

- a) This also includes any "twilight sessions" used to deliver the academy curriculum;
- b) The midday break is excluded.
- c) No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the academy curriculum.  
However, materials, books, instruments or equipment where the child's parents wishes for the child to own them, may be charged for.
- d) 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 Board.
- e) Included is any education that is provided outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE
- f) If a proportion of an optional extra activity takes place during school hours, no charge will be made for the cost of providing alternative provision for those not participating in the optional activity
- g) Examination re-sits if the pupil is being prepared for examinations at school

h) Parents are provided with their first ParentPay card for free. Additional and/or lost cards are paid for by parents.

## **TRANSPORT**

Charges will NOT be made for:

- Transporting registered pupils to or from the academy 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 academy;
- Transport provided in connection with an educational visit

However, if appropriate the academy may request a voluntary contribution:

- For transport other than that required for the pupil to be provided with compulsory education.

## **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 there is no obligation for parents to make a contribution, and that no student will be treated differently according to whether or not the parent/carer has contributed. Parents will not subsidise the cost of attendance by children other than their own. We will also notify parents of whether assistance is available.

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 academy pays additional costs in order to support the visit. 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. (vocal or instrumental tuition)

Participation in any optional extra will be on the basis of parental agreement which is a pre-requisite before the provision of the optional extra

Parents have a right to know how each trip is funded. The academy provides this information on request. Parents will be informed of how the charges for the optional extra has been calculated

In calculating the cost of the optional extra points considered include:

- any materials, books, instruments or equipment provided in relation to the optional extra
  - The cost of teaching staff (including supply teachers) engaged under contracts for services purely to provide an optional extra
  - The costs of building and accommodation
  - The cost of non-teaching staff in relation to the optional extra
- d) The amount of contribution will not be more than the cost of the transport and entrance.
- e) All monies must be paid on line using the academies online payment system (ParentPay)
- f) Permission slips are kept by the class teacher.
- g) It is the responsibility of the class teacher to remind children to return their permission slips.
- h) 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.

In the event that an activity is cancelled all monies paid will be returned to parents.

### **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 calculated 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 under contracts for services purely to provide the optional extra.

The charge should not subsidise any other student participating. Any remission of charges for individual students would be met from the academy 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.

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

#### **4. Residential Visits**

The school will NOT charge for:

- Supply teachers to cover for teachers accompanying pupils on visits

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visits take place. We may charge anything up to the full costs of board and lodging on educational visits, whether it is classified as taking place during school hours or not but the charge will not exceed the actual cost.

#### **5. Musical Instrument Tuition**

Summerbank Primary Academy follows government legislation that states that all education provided during school hours must be free, however, music lessons are an exception to this rule.

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 Academy 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/principal may decide. Similarly a charge will be levied in respect of willful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

#### **7. Nursery Fees**

Summerbank Primary Academy does not charge nursery fees.

#### **8. Key Stage Break Snacks**

Break snacks are provided by City Catering. Items are individually priced. Children should bring in cash for their break each day. Orders are sent directly to the kitchen by the class.

## **9. Photographs**

As part of the Photograph Policy parents are permitted to take photographs of events such as school productions provided that they photograph their child(ren) only.

## **10. Other Charges**

The academy 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

Cheques from parents are not accepted.

## **11. Extended Day Services**

Summerbank Primary Academy provides a well-rounded and extensive education for our students which includes a wide range of extra-curricular (extended services) activities

Extended services enable our academy to provide high quality learning opportunities either side of the school day which increase learner engagement and improving outcomes, narrowing gaps in education.

Charges will be made for extended day services offered to pupils (for example breakfast club, after-school clubs tea and supervised homework sessions). The charge will not exceed the cost of providing the activity and no parent will be expected to subsidise others.

## **12. Remission of Charges**

### **Swimming**

The academy organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

headteacher. The headteacher and chair of governors will authorise the remission of charges.

### **13. Community Facilities**

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

### **14. Refunds**

Requests for refunds for trips will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred. In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment. The academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy because of a pupil's breach of the academy's behaviour policy.

### **15. Inability or unwillingness to pay**

Summerbank Primary Academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **16. Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the Trust's complaints procedures.

### **16. Policy Review**

This policy may be reviewed annually by the Directors' Board.

**Approved by the Directors' Board on 15 October 2020**

*Review Date – Autumn 2021*