

**St Stephen's Church of England
Multi Academy Trust**



**Parkfield
Primary School**

**Charging and Remissions
Policy**

Policy agreed by staff: September 2020

Policy agreed by Trust Board: September 2020

Policy to be reviewed: September 2021

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1. Introduction

St Stephen's Church of England Multi Academy Trust believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. The Trustees state that no profit is made on any trips or residentials and that best value is always sought to keep costs as low as possible.

2. Legislation

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

The policy identifies activities for which:

- **charges will not be made.**
- **charges will be made**
- **charges may be waived**

The Law says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

3. Voluntary Contributions

The Local Governing Body have agreed to subsidise all Educational visits to the extent that the voluntary contribution will be capped at:

- £7.50 per child if the visit involves going off site.
- £5 per child if the children remain on site and visitors are brought in to school to work with the children, ie Timezone.

The contribution is genuinely voluntary and the children of parents who are unable to or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

Any child who is claiming free school meals will be entitled to have a packed lunch provided for them when they go on an educational visit. This can be booked by indicating on the consent form that they require a packed lunch. In this case, no charge will be made for the packed lunch.

4. Residential Trips

Residential experiences are a key part of school life and we attempt to make them affordable to all of our families by subsidising them for all children through school budget.

5. Materials and Textbooks

Across the MAT, we do not charge the children for text books or equipment that they use at school as part of their learning. However, we will ask for payment or part payment for school property which is damaged or lost, this will include such things as lost library books or reading books and willfully damaged property or another child's property.

6. School Uniform

In each school across our MAT, it is school policy that all children attending full time school wear our school uniform. Many items can be purchased directly from school. We are constantly reviewing not only our suppliers, but also the pricing of the uniform that we sell, to ensure that parents get the best possible value for money.

7. Music Tuition

Across the MAT, we have specialist music teachers who come into school to teach our children. We do not charge for this activity; neither do we charge for the loan of the instrument. Children will have to pay for their own music book and replenish able items, such as new reeds; the music teacher will inform them of which book they require and where they can obtain the book from.

8. Swimming Lessons

We think it is important that every child has the opportunity to learn to swim. It will be left up to individual schools to decide which year group(s) they take swimming to try and achieve this aim. We do not charge for these swimming lessons or for the cost of transporting the children to the swimming baths.

9. Lettings

Currently, there are no lettings undertaken across the MAT. If a request is made, to the Executive Headteacher, the final decision will be taken by the Trustees of the MAT who will also agree the appropriate charges to ensure that school is not left covering costs.

10. Remissions

We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible.

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Trustees, advised by the Executive Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

The Local Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances.

11. School Meals

The price of a school meal from September 2020 is £2.30. If families are eligible for flexible charging then meals are charged at a rate of £1.10 per meal.

12. Monitoring and Review

The Trust Finance and General Purpose's Committee will monitor the implementation of this policy by receiving periodic reports from the Executive Headteacher, to include at least:-

- A list of trips and other activities for which voluntary contributions and charges are to be made, before the start of the new academic year;
- A periodic sampling of participation rates, the extent of voluntary contributions and the associated paperwork used for a selection of trips;
- An audit of participation rates in musical tuition;
- An annual review of the finances.

This policy will be reviewed annually by the Executive Headteacher and the Finance and Audit Committee.