



Inspiring Futures through Learning

Trust Charging and Remissions Policy

Introduction

This Charging and Remissions Policy has been compiled to meet its statutory requirements from the Department for Education. Throughout this policy, the term “parents” means all those having parental responsibility for a child. It is written as a Policy that covers all the Schools that are within the Inspiring Futures through Learning Trust. For each School their Charging and Remissions Policy includes this Trust wide policy and an appendix of specific charges and circumstances where a charge is made.

1. General principle

The general principle is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school

However, there are exceptions where the school can make charges.

2. Exceptions

Charges are permitted to meet the costs of the following:

- Board and lodging on residential educational trips
- Non educational trips
- Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus i.e. peripatetic
 - All instrumental, peripatetic music tuition will be charged at a rate to offset the cost to the school. Parents are expected to give a terms written notice if they wish to terminate music lessons and will be required to pay the music fees for this period
- Voluntary optional extras provided outside of school hours (or mainly outside school hours)
- In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per pupil incurred.

3. Voluntary contributions

The school may ask for voluntary contributions for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per pupil incurred.

No individual pupil will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

4. Inability to pay

The Trust is committed to ensuring fair access and treatment of all pupils. And will give consideration to the remission of charges to parents who receive the following support payments:

- 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 Pension Credit



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- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

The Trust are aware that visits can put financial pressure on all families especially if there is more than one child involved, in order to support this, we always offer payment by installments for more expensive visits. If any parent feels they cannot afford a visit, individual cases will be considered on their merit and sympathetic consideration will be given to genuine cases of financial hardship. The Trust would not wish any child to be disadvantaged and would urge parents to contact the School, in confidence, if hardship exists.

5. Refunds

Refunds of charges or voluntary contributions received will be made where cancellation of trips or activities due to circumstances are beyond the pupil's control.

Refunds under any other circumstances are at the discretion of the School Business Manager and/or Head Teacher.

6. Damage to property and breakages

Where school property has been willfully or recklessly damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and by dependent on the situation.

7. School meals

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled will be charged a set amount per meal decided by the Local Finance Committee of the school (see appendix 1).

8. Extended services

The Trust is dedicated to providing a well-rounded and extensive education for our children, which includes a wide range of extended services, including:

- before and after school clubs
- holiday club
- extra-curricular clubs
- nursery wrap-around care

Please see appendix 1 for charges for each IFTL school.

9. Price Increases

Price increases will be reviewed and approved by 31 March by the Local Finance Committee/Local Governing Body on an annual basis for the following academic year. Written notice of price increases will be given before the start of term in September.

The Trust will consider the demographics of pupils and geographic location of schools when considering charges.

New in-year activities will be brought to the attention of the Trust and charges will be added to appendix 1 for each School.

To be next reviewed March 2020

End of Document



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Appendix 1

Current Charges for Chestnuts Primary School

Breakfast Club

Breakfast Club currently runs from 8.00am – 8.40am Monday to Friday term time only, current charges are £1.20 per day. This price includes a selection of breakfast items which include cereal, toast, pancakes, yoghurt and a drink.

School Dinners

School dinners are currently charged at £2.50 per day for all children not entitled to free school meals or universal infant free school meals, all school lunches must be booked via our School Money system and orders for the following week must be placed by Wednesday midday of the previous week. Reminders for booking lunches for the commencement of the new school term will be sent via text/email before the start of any school holidays.

Trips and Visits

The school will ask for contributions for all school trips and visits at the start of the academic year, these will be charged at a flat fee of £30 per child per year. This fee can be paid in installments and to ease the administration of this all requests need to be made via the school office. Residential trips are an extra cost and details of these will be provided when the requirements of the trip are known. Again, all residential trips will be administered via our School Money system and installment plans for payments can be accommodated providing enough notice is given. Pupil premium funding may be considered for eligible children to fund trips and residential visits as they have an educational focus. This will be at the discretion of the Headteacher.

Charges for late collection from school

As per the Unarranged Childcare Policy charges will be made for instances where a child has been picked up consistently late. On the second late collection within a term, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school at 3:15pm. If the child is collected late a third time, an invoice will be issued. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

In cases where a child is not collected within fifteen minutes of the end of the school day or after school activity, a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non-collection, and then £10.00 thereafter for each thirty-minute period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

If the child has not been collected after one hour (4.15pm) and no contact has been made or arrangements agreed, we will follow our Child Protection Procedures for uncollected children.