

Atwood Primary Academy

Charging and Remissions Policy



Date: January 2022

Review Date: January 2024

(or to meet new legislation and practices)

Signed By: _____

Position: _____

Date: _____

Introduction

Governors at Atwood Primary Academy believe 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 (the use of 'parent' in this document refers to the parent/carer of a child attending Atwood Primary Academy).

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

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 on the front page of the document.

The policy identifies activities for which:

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

Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who do. See Section 6 below for information about voluntary contributions.

Charging for Activities

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.

No charges can be made for:

- Education provided during school hours (including the supply of any materials, books, instruments, or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum

- Transport provided in connection with an educational trip

The school may ask for voluntary contributions for the above but cannot 'charge'.

Activities for which charges may be made:

a) Activities outside school hours

- Non-residential activities which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

- Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see remissions policy below) will not be charged for board and lodging costs.
- Residential trips deemed to take place outside school time (other than for those activities listed above).

c) Music tuition

- Music tuition for individuals or groups of up to 4 pupils.

d) Extended School Provision

- School led after-school clubs
- School led after-school care

e) Loss and Damage to School Property

- Parents of a pupil who damages or loses any item of school property or equipment, including, for example, computer software, are liable for the costs of repair or replacement.
This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

Residential Trips

When any trip is arranged parents will be notified of the policy for allocating places if these are limited.

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day be divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

For example, a residential trip where the children leave on a Friday morning and return on a Sunday evening would be considered as outside school hours as it would be two sessions in school hours and four sessions outside school hours.

Atwood Charges

The following charges will be made by Atwood Primary Academy:

Activity	Notes	Remission
Any materials, equipment, instruments, or books where the parent wishes the child to own them	Eg, a revision book supplied at replacement cost or the clay for a clay model	None
Music Tuition where the tuition is an optional extra for individuals or in groups of up to four pupils*	The cost, or proportion of the cost to the school to provide tuition in playing a musical instrument or singing	100% remission available for Category A and B pupils having selected group tuition – exact details issued annually
Hire of Instruments	Charges apply for instruments hired from CMA or the School	100% remission available for Category A and B pupils
Music exams and accompanist fees		None for Category A pupils, 100% remission for Category B pupils
After School Care (3.15pm to 6pm) booked through School Gateway	£5.50 per child from 3.30-4.30 (no snack) £11.00 per child from 3.30-6pm (with snack) per session – available for pupils from Reception to Year 6 inclusive NB: A late collection charge 15 of £10 per pupil for every minutes after 6pm	50% remission for Category A pupils, 100% for Category B pupils. There is no remission for late collection charges for either category
School Lunches provided by Chartwells	Price as advised at the start of each school year. If it is changed during the school year parents will be advised in advance.	100% remission for Category A and B pupils in Years 3-6. All Pupils in EYFS and KSI are entitled to a daily free school meal (Universal Infant Free School Meal)
School Clubs covering a range of extra-curricular activities are provided on site**	Prices vary – see note. Details of clubs are on the school website	100% remission for Category A and B pupils only in respect of clubs and activities run by Atwood staff. Remission may be available for a few selected

		clubs run by external agencies – please ask at the school office
Non-residential trips and workshops	Charges will be made in accordance with the guidelines in section 2 above.	100% remission available for Category A and B pupils for any trips in school hours.
Residential trips	Charges will be made in accordance with the guidelines in section 2 above. Charges will be made for board and lodging.	100% remission available for Category A and B pupils for any trips in school hours

*The actual cost varies depending on the length of the lesson, the number of pupils involved and whether the tuition is provided 'in-house' or by an external 3rd party. Details of the specific charges and specific instances when remission is available will be issued by the School at the start of each school year.

**The prices for clubs and activities run by external coaches can be obtained from the School office as they vary. Prices for clubs and activities run by Atwood staff are currently £5 per week.

Remissions

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This Remissions Policy sets out the circumstances in which charges will be waived.

Families Qualifying for Remission or Help with Charges

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Eligibility for remission is determined by the same criteria that are used to claim Free School Meals. The detailed rules are complicated and should be referred to carefully, but at the time of writing, an application for Category A remission may be successful if the applicant is in receipt of any of the following:

- 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
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,480
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit, where household income is less than £7,400

Category B

Children in Care ('Looked after children') or those adopted from care.

Additional Considerations

The Governing Body recognises its responsibility to ensure that the offer of chargeable activities does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We will endeavour to give parents plenty of notice that a chargeable trip is to take place.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Applying for Remission

Parents will need to speak to the Head Teacher confidentially to discuss remissions and reductions as above, and the Head Teacher will apply this policy consistently and fairly. The Head Teacher may ask to see evidence to meet the criteria but will not keep a copy.

The Head Teacher will use the school budget funding to make these remissions and reductions, and the relevant Governing Body Committee will ensure that adequate resources are allocated for this purpose.

Voluntary Contributions

In order to provide additional opportunities for learning, parents are invited to make voluntary contributions to the school.

Parents are invited to make a voluntary contribution each time an additional opportunity is provided. As a guideline, parents will be advised how much it costs the school to put on this activity per child, assuming all parents of children in the year group make an equal voluntary contribution.

There are two main instances when voluntary contributions are requested.

- i) From September 2017 the School has set up a 'School Fund' which requests contributions from parents (£40 a year for 2021-22) with the funds to be used as the School sees fit.
- ii) The Year 6 and Year 5 residential trips cannot take place unless sufficient voluntary contributions are received.

These payments are however entirely voluntary and parents, as well as the pupils of parents, who do not make such contributions will be treated no differently from those who have.

Voluntary contributions may also be invited to support:

- a proportion of the cost of visiting authors and other groups that the school organises, including workshop-type activities, not funded from the school's funding
- day trips off the school premises that may or may not include using either public transport or hired coach.

- additional resources for class-based activities, such as art materials or cooking ingredients, but not when the activity is part of the national curriculum.

Where there is a shortfall of voluntary contributions for any particular trip or activity the Head Teacher may make the decision to cancel that activity.

Role of Governors

In addition to the various matters mentioned above the relevant Governing Body Committee will:

- i) Review this policy annually.
- ii) Consider asking the Head Teacher not to repeat activities that incur a cost to the school budget.
- iii) Review once a year information from the Head Teacher regarding:
 - the trips and activities organised for each year group and costs involved for each activity
 - a list of any activities cancelled (or not organised due to lack of contributions) for each year group
 - the total amount of any remissions or reductions given during the year for charges, broken down by activity only and without any identification of individuals