



Discovery Schools
Academy Trust

CHARGING & REMISSIONS POLICY



Braunstone Community Primary School
2018-2019

INTRODUCTION

This Policy sets out arrangements for the charging and remission of those charges for school activities within Discovery Schools Academies Trust (DSAT). The Policy applies to all academies within DSAT.

DSAT reserves the right to review, revise, amend, withdraw or replace the contents of this policy on providing reasonable notice of any such changes.

The charging and remissions policies adopted by each local governing body of Discovery Schools Academies Trust ensures that statutory requirements are met and is intended to reflect the general principles of the Education Act which identifies activities for which:

- 1) Charges will not be made
- 2) Charges will be made
- 3) Charges may be waived

Voluntary contributions

Advisory Boards recognise the valuable contribution that a wide range of activities, including educational visits and residential experiences, can make towards the pupils' personal and social education and therefore encourages such activities as part of a broad and balanced curriculum. Educational and residential trips need to be funded by voluntary contributions from parents which will include both the teacher/helper costs and a contingency fund which, if unused, will be returned to parents after the visit. No children will be excluded from participating in an activity which the school has organised because of unwillingness or inability to pay by their parents. The school is always happy to discuss payment arrangements especially for those people who are receiving family credit or income support. ***However, parents should be aware that some activities may not go ahead if costs cannot be met by voluntary contributions.***

There will be a different charging procedure regarding activities which are deemed outside school hours and this will be made clear at the time, if and when these activities are planned.

The school will always seek to achieve "best value principles" for all the activities in school such as seeking three quotes before deciding on which transport company is to be used. All staff are conscious of rising costs of education and family budgets and will always try to attempt to keep costs to a minimum.

The Advisory Board also reserve the right to charge for:

- Damage to fixtures and fittings and loss or damage to equipment, including books
- The cost of materials or ingredients for Art, Design and Technology and cookery when the products are taken home

Swimming

The school organises swimming lessons for all children in Years 2, 4 and 6. These lessons take place in school time and are part of the National Curriculum. We ask parents for their written permission for their child to take part in swimming lessons. We do not charge for swimming.

Educational Visits

In order to support the school curriculum and give children opportunities to explore learning through practical means, each year group will organise educational visits. In order to achieve this, the school will ask parents for a voluntary donation of the cost of the trip to their child. Trips will be organised where similar or same activities cannot be achieved in school. Pupils in receipt of Pupil Premium will pay for the trip at a reduced rate.

Residential visits

Where the school organises residential visits in school time, to provide education directly related to the National Curriculum, we ask parents to make a voluntary contribution for the educational activities. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty, they can speak to the Office Manager or Headteacher to discuss this. There are a range of payment plans that the school can organise.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. If we were to offer extra music lessons for pupils that we would need to charge for, parents would be informed of this in advance.

Uniform

As a school, we ask children to wear an agreed list of school uniform. We do not expect all school uniform to be bought from school. The processes for purchasing school uniform from a range of companies follows the school's "Best Value" systems.

Fundraising Events/ Non-school uniform days

When the school holds a fundraising event for charity or other agreed aim, the beneficiary will be agreed in advance and reviewed with the school council. Non-school uniform day and other dressing up activities to raise money are all voluntary. All donations are voluntary and children will not be prevented from joining in, even they haven't made a donation.

Enrichment Activities

In order to enrich the children's experiences, various visits or activity days are organised related to specific topics. The costs of such events will be subsidised from the School Fund and a voluntary contribution from parents may be asked for.

After School Activities

Charges may be levied for additional activities provided outside school hours and are organised by outside agencies. The school will only support these activities where it feels it will enhance a child's education and provide a fair value for money. The charging for these optional activities will be dependent upon the costs incurred and will be at the discretion of the Advisory Board, through the Head Teacher. The charge to any one pupil will not exceed

the actual total cost of the activity. The Advisory Board reserve the right to subsidise specific activities that they feel will support school initiatives.

Education Provided Within School Hours

Education provided by the school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours, school hours being those hours when an academy is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or guardian may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during school hours.

Education Provided Out of School Hours

Where education is provided out of school hours, charging is permitted, except where the education is provided:

- a) to fulfil any requirements specified in the topic of study, or
- b) specifically to fulfil statutory duties relating to the National Curriculum:
- c) to fulfil duties relating to Religious Education.

Charging Policy

If a charge is made for each pupil, it should not exceed the actual cost. If further funds are needed for additional costs e.g. to help hardship cases, this must be by voluntary contributions or general fund raising.

School Meals

Parents will be charged for school meals at the current rate charged by City Catering, with the exception of those children receiving Free School Meals.

A separate policy for the management of Dinner Money Debt has been produced – see Dinner Money Debt Management Policy.

Any change in this policy requires the approval of the Advisory Board.

Policy agreed: December 2018

Next review date: September 2019