

Kedington Primary Academy

Charging and Remissions Policy



Date Approved	
Signed	(Chair of Governors)
Minuted	
Date of Next Review	Autumn 2019

Introduction

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

All school stakeholders recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. Kedington Primary Academy aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the Academy and as additional optional activities.

The Academy will encourage every child to participate fully in the curriculum and to contribute to all aspects of Academy life and so become a valued partner in the process of education.

We aim to provide a process which allows activities to take place at a minimum cost to parents and to encourage and promote external activities which give added value to the curriculum.

Educational Visits

No charges will normally be made for any educational visit which takes place substantially during school hours, whether or not it forms part of any prescribed syllabus or fulfil any statutory curriculum requirement.

The Whole Governing Body does however reserve the right to seek voluntary contributions for such visits. In no circumstances may the voluntary contribution exceed the actual cost per pupil. There is no obligation on the part of the parents to contribute to the cost of the activity, but if insufficient contributions are made and adequate financial support is not provided, the Academy reserves the right to cancel the activity.

Activities Outside School Hours

No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

Clubs and activities provided by third parties and/or outside of the school day may be chargeable.

Swimming

The school organises swimming lessons for children in Year 3 and Year 4 during the Autumn Term. These take place in school time and are part of the School's Curriculum. We do ask for a voluntary contribution towards these sessions to cover transport costs. Where possible costs of pool hire and tuition will be covered by the school because we are providing lessons as part of the School's Curriculum (see DfE - Charging for school activities - Departmental advice for governing bodies, school leaders, school staff and local authorities - October 2014.) We inform parents when these lessons are to take place.

Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the school's Head teacher, in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Practical Subjects

The Whole Governing Body reserves the right to request an annual contribution to help to defray the cost of material or ingredients where the children are expected to retain any finished product.

Music Tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the School's Curriculum or a public examination syllabus being followed by the pupil.

Lettings

When the school's facilities are available to outside users, there will be a charge of at least the cost of providing the facilities. A scale of charges for such activities is determined annually by the Local Governing Body.

Remissions

Parent and carers who are in receipt of:

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of State Pension Credit;
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than the current qualifying figure);
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Credit.

are eligible for remission of the board and lodging element of residential activities deemed to take place within school hours. Teachers will ensure that no child will be publicly identified or in any way stigmatised in the event of such remission.

Any parent or carer, whether or not in receipt of the specified benefits, who experiences difficulty in meeting any of the charges from the Academy, should, in the first instance, contact the Headteacher. All such approaches will be in confidence.