

# Moorside CP Academy



## Charging & Remissions Policy 2021-22

**Implementation Date: 23 November 2016**  
**Adopted by Governors: 23 November 2016**  
**Review period: Annually**  
**Reviewed by Governors: February 2021**  
**Next Review: November 2022**

# Moorside Community Primary Academy

## Charging & Remissions Policy

### Introduction

This Charging & Remissions Policy complies with statutory requirements and should be read in conjunction with the Department for Education: Charging for School Activities Guidance updated May 2018.

### Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

### Admissions

There is no charge for admissions

### School Meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount as decided by the Governing Body of the Academy.

### Activities during School Hours

All education undertaken as part of the National Curriculum and provided wholly or mostly during school hours is free, with the exception of music tuition.

This also includes transport provided in school hours to carry pupils between the academy and an activity, although on specific occasions the academy may ask parents for a contribution towards costs.

We may charge for books and materials that a parent/carer wishes a child to keep (the cost will be made clear before charge) and optional extras.

### Activities Outside of School Hours

There is no charge for activities that take place outside of school hours when they are part of the set curriculum (including sports matches against other schools), part of the syllabus for a public examination that the pupil is being prepared for by school or part of the basic curriculum for religious education.

### School Trips / Visits

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents/carers. If the activity is cancelled all monies paid will be returned.

Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded and this information can be provided upon request.

The following is a list of additional activities, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

### Residential Activities

Our academy will not charge for:

- education provided on any visit during school hours
- supply teachers to cover for those teachers who are absent accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours

Our academy may charge for:

- board and lodgings which may be anything up to the full cost, whether it is classified as taking place during school hours or not. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost
- travel when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupil will be charged extra to cover those costs
- residential activities that fall outside of school hours

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There may be a charge for individual or group music tuition if this is not part of the National Curriculum. In the event that peripatetic music teachers teach individual or small group lessons then we may make a charge for these lessons. Parents in receipt of some state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

### **Swimming**

The academy organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum and therefore we make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **Extended Services**

Extended services enable the academy to provide either high-quality learning opportunities or childcare either side of the school day.

We provide a breakfast club and after school club which are chargeable. Charges cover the cost of non-teaching staff engaged to provide the activity and food/beverages (either a substantial breakfast in the morning and/or snack in the early evening).

The total charge will not exceed the cost of the provision and no parent will be asked to subsidise others.

### **Damage to Property and Breakages**

Where school property has been wilfully damaged by a pupil (or parent) the academy may charge those responsible for some or all of the cost of repair or replacement.

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

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

### **Remissions and Concessions**

The academy will give consideration to the remission of charges to parents or carers who receive the following support payments:

Income Support

Income based Job-seekers Allowance

Child Tax Credit (where the person is not receiving Working Tax Credit as well)  
Support under part VI of the Immigration and Asylum Act 1999  
Guaranteed element of State Pension Credit  
Income related Employment and Support Allowance  
Universal Credit

Children of families who receive these payments may also be entitled to free school meals. Parents who are eligible for remission of charges will be dealt with confidentially.

The Headteacher will authorise the remission of charges. The academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher and Governing Body.

**Inability or Unwillingness to Pay**

The academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Signed By:

The Chair of Governors (Damien Farrelly): \_\_\_\_\_

Print \_\_\_\_\_

Headteacher (Richard Davis): \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_