



# Charging and Remissions Policy

Date policy agreed	6th June 2023
Date of next review	June 2025
Approved by	Audit and Finance Committee
Sources of policy	DFE Charging for School Activities – May 2018 Academies Handbook – Sept 2022
Updates from previous policy	Pg2. Referenced that all children will receive Free School Meals for the academic year 2023-24 Pg2. Added reference to preloved uniform sales Pg3. Updated costs for chromebook and laptop replacement



## **Introduction**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy applies to all schools within Attigo Academy Trust.

## **Admissions**

No charges will be made for admission applications.

## **Curriculum**

Schools will not charge for books, materials, equipment or teaching in connection with the National Curriculum or Statutory Religious Education except where parents/carers have indicated in advance their wish to purchase a particular product; for example CGP books for SATs revision.

The school may charge for activities during the school day by inviting parents and others to make voluntary contributions to support the schools funding of enrichment opportunities. The school reserves the right to cancel any activity if there are insufficient voluntary contributions to make the activity possible.

## **Individual Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the child's parent/carer.

## **Examinations**

The schools will not charge for public examinations that are part of the curriculum.

## **School Meals**

No charge will be made for children's meals from Reception to Year 2 in accordance with the Universal Free Schools Meals Policy. A charge will be applied to children in Year 3 to Year 6 that are not entitled to FSM at a cost that is agreed with the catering provider for the school.

Please note that for the academic year 2023-24 all children in London will receive Universal Free School Meals as a one off measure. This will cover all children from Reception to Year 6.

## **Residential Visits**

Parents/carers will be asked to contribute towards the total cost for board and lodgings and will be asked for a voluntary contribution towards travel. Every effort is made to keep costs reasonable for parents/carers and payment plans are offered in advance. Parents/carers may be entitled to additional support or to claim additional support in certain circumstances.

## **Uniform**

Charges will apply for school uniform although schools make every effort to ensure that costs are reasonable and not excessive. Preloved uniform sales will be held at regularly at schools to ensure that uniform can be purchased for a small cost.

## **Out of School Learning Activities**

The school reserves the right to charge for activities which take place outside of school hours and which are not linked to the schools agreed curriculum. The school will permit organisations to charge parents/carers when such an organisation is acting independently of the school.

## **Damage and Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of property including premises, furniture, equipment, books or materials belonging to the school. The charge will be the cost of replacement or repair. A charge will be levied in respect of any wilful damage to or loss of property belonging to a third party where the cost has been charged to the school.

## **Chromebook and Laptop Loans**

Schools that loan out IT equipment for remote and home learning will ask parents/carers to sign an acceptable use agreement. A charge will be levied in respect of wilful damage, neglect or loss of the equipment. The charge will be the cost of replacement or repair. This is currently £279 for a chromebook and £379 for a laptop.

## **Late Collection Charge**

Schools reserve the right to charge parents/carers if children are collected late at the end of the school day. If a school has an after school club the child/children will join the club and parents will be charged accordingly. Schools that do not have after school provision could be charged a £2.50 late collection fee for every 15 minutes late per child. These charges are to cover the cost of staff supervision.

## **Extended Hours Provision**

Wrap around childcare such as Breakfast Club and After-School Clubs are optional extras and carry charges as outlined by each school. Every effort is made to ensure that costs are kept reasonable. When calculating the cost of the provision schools need to consider, staffing, equipment, building costs and sustainability.

If a school has the capacity to provide Nursery provision outside of the Government funded allowance (i.e. Non Funded Terrific Twos and 30 hours Nursery Provision) charges will apply accordingly. Individual prices are available on the school's website.

Parental agreement is necessary for all provisions that are an optional extra.

## **Freedom of Information Requests**

Under the Freedom of Information Act the School is permitted to make a reasonable charge for photocopying, printing and postage costs or disbursements. The charge will only include the cost of materials and will not include disbursements for staff time.

## **Remissions Policy**

In some circumstances the school may not charge for items or activities outlined in this policy. This will be at the discretion of the headteacher and board of trustees and will depend on the activity in question.

Families in receipt of benefits may be eligible for remittance with regard to residential visits dependent on individual circumstances. Children of parents or carers who do not contribute will not be treated differently from those who do.

Families in receipt of benefits may be eligible for Free School Meals. To find out more information please contact the school office. Children who receive Free School Meals cannot be identified by their peers.

This policy will be reviewed every 2 years by the CFO and presented to the Trustees for approval.