



# Kenningtons Primary Academy

## *Charging & Remissions Policy*

*October 2020*

Approved by Governors	<i>Sarah Deepa</i> / Chair of Governors
Date of Approval	<i>11/10/20</i>
Review Duration	<i>1 Years</i>
Date of Policy Renewal	<i>OCTOBER 2021</i>



This Charging and Remissions Policy has been compiled in compliance with DfE requirements and in accordance with Section 457 of the Education Act 1996.

## 1. Activities and School Trips

At Kenningtons Primary Academy we want to provide a range of experiences to enrich and extend our children's learning and personal development. All our children should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. There are, however, strict rules that we have to abide by when doing so. Our charging policy, which has been agreed by the governing body, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

### 1.1 What the law says

- If the activity cannot be funded without voluntary contributions, parents will be notified from the outset
- No child will be excluded from an activity because parents are unable to pay
- If insufficient contributions are raised, the trip/activity must be cancelled
- If a parent is unwilling or unable to pay, their child will be given equal chance to participate

### 1.2 Voluntary contributions

We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for a **voluntary** contribution. For example, we might ask for voluntary contributions for transport to swimming sessions, transport for trips or admission charges.

#### *Why do we need to ask for voluntary contributions?*

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

#### *What happens if I am unwilling to pay?*

Your contribution is voluntary. Your child will not be excluded from the activity **BUT** if we do not receive enough voluntary contributions we will have to cancel the activity.

Parents may be invited to make a voluntary contribution towards the cost of an activity or towards materials. For educational trips of one day or less, parents will not be asked to contribute more than the individual cost per child. When working out the individual cost per child, the individual cost of the trip will be calculated by taking the cost of any transport and dividing it by the number of children and all adults taking part, including teachers, TAs and parent helpers. Admission charges per child will also be added to this. If concessions are available for groups, this will be taken into consideration when calculating final cost per child. The Governing Body will meet the cost of any adults taking part in the activity.

### 1.3 Trip Subsidies

The Governing Body believe that educational visits enhance the learning of the pupils. In order to support this, trips are subsidised from the school budget. Currently this means that a maximum of £12 per child, per trip is requested from parents. If a child does not attend a trip, the voluntary contribution made towards the cost of the trip will not be refunded.

### 1.4 Residential activities

The School follows the current DfE Guidance 'Charging for School Activities' October 2014 when charging for residential activities.

## 2. Musical Tuition

Charges will be made for teaching either an individual or groups of up to four to play a musical instrument in the event that the teaching is not an essential part of either the National Curriculum or a public examination syllabus followed by the pupil.

## 3. Charges for activities out of school hours

Parents may be asked to pay for activities which take place wholly or partly outside school hours. These include after-school clubs in which a charge is necessary to cover the cost of material, equipment etc. and those run by private providers.

A further example would be a visit which involves leaving school early and continues until the evening. The visit would be classified as taking place outside school time and a charge may be made. Visits taking place wholly or partly outside school hours will be deemed optional extras.

Parents of Nursery age children may purchase additional hours of childcare. These hours will be charged at £5 per hour and must be paid in advance upon receipt of invoice.

Breakfast Club is available before school from 7.30am. This is charged at £3 per session and must be paid in advance via ParentMail.

## 4. Materials and ingredients for CDT, Science, Art/Craft

The Governing Body reserves the right to charge for these ingredients and materials or to require them to be provided, if the parents have indicated in advance that they wish to own the finished product.

## 5. Damage or Loss of School Property

In accordance with school behavioral sanctions, the parents or guardians of an individual pupil will be charged for the cost of deliberate damage to school property carried out by the pupil. Parents of guardians of an individual pupil are responsible for school equipment lost by the pupil.

## **6. Public Examinations**

No charge will be made for entering children for public examinations. Charges may not be made for any cost associated with preparing a pupil for examination. Charging, however, is permitted for tuition and other costs if preparation occurs outside school hours for an examination that is not set out in the regulations.

## **7. Charges for Late / Non-Collection of Children**

On the first and second late collection within a term, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school at 3.15pm. If the child is collected late a second time, an invoice will be issued as follows: The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

In cases where a child is not collected within fifteen minutes of the end of the school day or after school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non- collection and then £10.00 thereafter for each thirty-minute period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

## **8. Signing of Passport Applications**

An administrative fee of £5 is charged for the signing of Passport Applications or any other documentation.

## **9. Completing of References for Children**

An administrative fee of £5 is charged for the signing of References or any other documentation.

## **10. Debts**

We do not expect parents to accrue debts with the school. If, however, this does occur, phone calls will take place, followed by letters and finally a meeting with the Headteacher to support parents to repay debts.

**Note:** In addition to the above remissions (1-10), in certain cases the school may be able to assist parents who are experiencing particular hardship.

