



Schools for Every Child

Charging & Remissions Policy

We are an education Trust that is committed to running dynamic, ever-improving schools. We work to make sure that every child feels they belong in their school where they feel safe and inspired by learning. For us, learning is an adventure. It is a privilege and a responsibility for all who work with us to ensure that the journey through school is exciting, challenging, caring and enriching, and that every child experiences joy, wonder, calm and success.

Approval Level	Board
Author	Adopted from model
Approval Date	September 2023
Trust/Template/School level	Trust
Review cycle	Annually

“The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance”. (DfE)

Approval History

Committee Approval	Status	Next Review Date
Meeting Name Meeting Date	Review in progress Submitted for Ratification Live Policy	September 2024

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This procedure works in conjunction with the following Schools for Every ChildT policies and procedures:

- Register of Business Interests
- Financial Regulations
- Attendance Policy (school)

Introduction

The Trust and its academy governing bodies recognise the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupil's personal and social education.

The Trust aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of its academies and as additional optional activities.

CHARGES

School Meals

The charge for a school meal will be set annually by each Local School Board as part of the annual budget setting process.

All meals taken by pupils who are not eligible for free school meals will be chargeable; parents/carers are expected to make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by email/letter/text message.

There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

Educational 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. All contributions are voluntary.

If the school does not receive sufficient voluntary contributions, it may be necessary to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated differently from any others.

Residential Visits & Activities Outside School Hours

The school reserves the right to seek parental contributions for activities deemed to be optional extras such as residential visits, theatre trips, school discos and sports coaching.

The costs of residential activities can be high and such activities may only continue to be available if sufficient costs are recovered.

The Local School Board and Headteacher are required to ensure that all trips are financially viable.

Music Tuition

All children study music as part of the normal school curriculum. There is no charge for this. Any costs associated with individual tuition in the playing of a musical instrument, whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum), remain the parents' responsibility.

Materials & Equipment

The academy may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products.

The cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary and optional remains the parents' responsibility. (It remains the parents' responsibility to supply school uniform, including PE Kit).

Copy Charges

Copy of documents will be provided subject to the following charges:

- The first single copy, under 10 pages, will be provided free of charge.
- For a document over 10 pages then a charge of £2 will be levied.
- For two or more copies of a document then a charge of £2 per document copied will be levied.
- Any postage shall be reimbursed at cost.
- A summary of Ofsted Reports will be provided to parents free of charge.

Damage and Replacement

The cost of repairing damaged and replacing equipment or fittings (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence. The school is empowered to recover this loss and resultant costs as a civil debt.

Curriculum Related Clubs

Where these activities run outside of normal school hours, (i.e. sports clubs, homework club, art club) a charge may be made to cover costs of equipment, teaching or non-teaching staff, specialist staff/coaches, transport to events such as sports fixtures, or materials used. The total charge will not exceed the actual costs incurred in the provision of the activity and will be set by the Headteacher in consultation with the Local Governing Body.

Parents/carers will be advised of any such costs before their child is allowed to undertake any such activity and participation will be on the basis of the parents' willingness to pay the charges.

Breakfast Club

Please refer to individual school websites for costings:

North Crescent Primary - <https://www.northcrescent.org/breakfast-club/>
<https://www.northcrescent.org/after-school-provision/>
Wyburns Primary - <https://www.wyburns.org/breakfast-club-and-wasp/>
Rayleigh Primary - <https://www.rayleighprimary.org.uk/school-clubs/>

Swimming Lessons

Parents/Carers are asked for a voluntary contribution to cover the costs of pool hire/maintenance, transport (where applicable), swimming tutors and lifeguards.

Late Collections

Please refer to individual school's attendance policy.

General

The schools may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Trust from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Voluntary Contributions

The academy may, from time to time, ask parents/carers for voluntary contributions to the school's funds in order to assist with the provision of resources to enhance their children's education. There will be no pressure exerted and any contribution will be gratefully received.

Where the voluntary contribution applies to an educational visit or extra-curricular activity, if the sufficient level of contributions is not achieved, that activity will be cancelled; any monies already collected will be refunded to the relevant parents/carers.

REFUNDS

School Meals

Where payment for a school meal is received in advance and the pupil is absent due to illness, the funds will be retained to be used for future meals.

If the school has to cancel meal provision for a short time, the income received in advance will be recorded against each individual pupil to be used to cover future meals; where that amount exceeds £30 for any one pupil, the parent/carer may request a refund.

When a pupil leaves the school and income has been received but meals not taken, the parent is entitled to request a refund where the figure exceeds £5, lesser amounts will be retained in Trust funds.

Educational Visits

When a pupil is absent due to illness and does not attend an educational visit, the transport and entrance cost will not be refunded if already committed. However, where possible, the school will endeavour to recover costs related to that activity and, if successful, will then issue a refund to the parent/carer.

If a trip has to be cancelled by the school, parental contributions will be refunded, less any initial deposits withheld by the venue/transport company.

Curriculum Related Clubs

Where curriculum-related clubs are cancelled by the school, the income received will be held to cover the cost of the next 'round'. Where pupils are not taking part in future 'rounds', parents/carers are entitled to request a refund.

If a pupil does not attend an activity due to illness, no refund applies.

Where an activity arranged by an external organiser directly with parents/carers is cancelled, the parents must contact the organisers to obtain a refund.

Breakfast Club / After School Provision

If a pupil is unwell and does not attend breakfast club/after-school provision, any income received in advance will be held to cover future sessions.

REMISSIONS

The school may, from time to time, decide to remit all or part of the cost of activities involving particular pupils.

In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. Hence, when arranging a chargeable activity, the Trust will invite parents to apply in confidence for the remission of charges in part or in full.

Authorisation of remission will be made by the Headteacher. All parents, however, will have the right of appeal to the Local School Board.

All claims for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.