



THE ASHBY FEDERATION

CHARGING AND REMISSION POLICY

Approved by:	Executive Head Teacher
	Finance Committee

Last reviewed on:	March 2023
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Next review due by:	March 2024
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Charging and Remissions Policy

1. Introduction

We have adopted a policy on charging for school activities that reflects the conditions set out in the Education Act 1996. Broadly, this states that education in schools is free. As a governing body, we are committed to the promotion of equality and diversity.

2. School Admission

No charge shall be made in respect of admission to the schools.

3. Voluntary Contributions

3.1 Educational Visits

When organising school trips or visits which enrich the curriculum and educational experience of the child, the schools may need to invite parents and carers to make a voluntary contribution towards the cost of the visit. If we do not receive sufficient contributions, the visit may be cancelled. If a trip goes ahead, it may include children whose parents or carers have not paid a contribution. These children will not be treated differently to the others.

3.2 Residential visits

The schools are committed to the principle of residential education during the primary years. It is our aim to offer our pupils an opportunity to participate in at least one residential experience in Key Stage 2.

A charge will be made for the cost of board and lodging during residential school trips. Where a trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support payments will be entitled to remission of these charges:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get)

A voluntary contribution will also be requested to cover the remaining costs of the visit. If we do not receive sufficient contributions, the visit may be cancelled. Payment for residential visits should be made as outlined in the communications sent to parents/carers.

In the event that trips need to be cancelled, the schools will seek to reclaim all payments made ahead of the trip or visit through the providers or insurance. Parents and carers will be offered credit or refunds for payments made where possible.

4. Practical Activities

For certain practical activities, parents may be invited to make a contribution towards the cost of materials. Where a contribution is requested, it would normally be on the understanding that the finished product may be taken home.

5. Musical Tuition

A charge will be made for instrumental music tuition provided to small groups of pupils by peripatetic music teachers. To secure a place for a child, payment is required at the start of the charging period. A place will not be confirmed until payment is received, and a term's paid notice is required if a parent requests that their child ceases lessons. With the agreement of the Senior Leadership Team, Pupil Premium funding may be used to enable eligible children to access music tuition.

6. Visits by outside organisations

Where a visit by an outside provider is arranged to enhance the curriculum, a voluntary contribution may be requested. If we do not receive sufficient contributions the visit may be cancelled. If a visit goes ahead, it may include children whose parents or carers have not paid a contribution. These children will not be treated differently to the others.

7. Swimming

The schools organise swimming lessons for children in Key Stage 2. The school may ask for a voluntary contribution towards the costs associated with this. All children due to take part can still attend regardless of whether or not a contribution has been made

8. Clubs

The schools offer additional clubs and sports coaching, some led by outside providers. These activities take place at lunchtime, or before or after school. Charges for these activities are either made by the provider or by the school. PE and Sports Funding may be allocated to support sport and wellbeing clubs, and, with the agreement of the Senior Leadership Team, Pupil Premium funding may be used to enable eligible children to access these activities.

9. Breakfast/Morning and After School Club

Payment is required at time of booking, preferably 24 hours in advance, and bookings should be requested on a printed form. If bookings are made via e-mail, or at short notice, payment should be forwarded to the School Office on the following day or paid through the School Money (Denton) or ParentPay (Yardley Hastings) online payments system.

The schools offer a 10% discount if booking and payment is made for the whole term in advance. In these cases, no credit is offered for sessions that are cancelled by the

parent. If sessions are cancelled by the school, the payments will be bought forward as credit.

If payment is not received parents/carers will be invoiced giving 7 days to make payment. If payment is still not received Section 3 (Credit Control) of the Income Policy will then be enforced.

10. Remissions

We do not wish a child's opportunities to fully participate in school life to be restricted by financial difficulties. Please contact the Executive Headteacher should this be the case. Any request for help will be treated sympathetically and in complete confidence.