



Charging and Remission Policy

Autumn 2018 Review Spring 2020

OUR FEDERATION VISION

Together we will flourish and thrive,
building on our Christian and local community,
for the good of all.

Those who trust in the Lord will find new strength. They
will soar high on wings like eagles. Isaiah 40v.31



Our Federation Values are reflected within this policy as the opportunities discussed in here give children *hope* for chances to come, encourage *respect* for all children to be able to equally access the opportunities and activities regardless of circumstances, promote *generosity* of spirit and foster a *love* of learning and of their communities.

The Kite Primary Federation

Charging and Remission Policy

Please note: in this policy 'school' refers to any school within the Kite Primary Federation

The Kite Federation Governing Body like the LA is committed to the general principle of free education. We believe that central to this principle is an entitlement to a curriculum to which the children should have free access as of right. In determining the Charging and Remission Policy set out in this document, the governors have been mindful of the policy statement produced by the LA.

The Governing Body reserves the right to make a charge for the following activities which may be organised by the school. Where possible no pupil will be excluded from any of the activities due to an inability to pay.

Updated September 2018 – in view of update to DFE Guidance May 2018

1. Voluntary Contributions for Day Trips

The school will ask for voluntary contributions for school day trip visits, however pupils have to pay for optional extras (such as extra activities, ice creams etc.).

The cost per pupil will not exceed the amount calculated as cost per head i.e. parents who make contributions will not be asked to pay an increased amount to cover children from parents who cannot or will not pay.

The school will make it clear in its trip notifications that, if insufficient contributions are raised, the trip may not go ahead. The school receives no additional funding for visits and any shortfall has to come from the schools resources budget.

If a parent is unwilling or unable to pay, their child will be given an equal chance to participate in visits. However, they will be unable to participate in activities which are designated as optional extras. If a trip is cancelled because of insufficient contributions, refunds will be made to those who have already contributed.

2. Residential Visits

The school will charge parents for the actual cost for board, lodging, any activities and a share of any transport costs.

The cost of the trip will be calculated and parents sent a payment schedule, allowing them to spread the cost of residential trips over a period of months, should they so wish.

All payments for residential visits must be received by the end of the week before the trip is due to take place. If this does not happen then the child will not be able to go. A refund of any payments made may not be possible as the school may have to pay late cancellation charges. In some cases full payment may still be required from the parent as the school may still have to pay fully for the cancelled trip.

Parents who decide to withdraw their child from residential trips before the travel date may not be able to receive a full refund, due to payments already made by the school and the booking terms and conditions of the residential provider(s). The school will however, endeavour to refund as much as possible.

Parents have to pay for board and lodgings and certain optional extras (such as bowling, theatre trips which are not related to education). Transport and educational activities during the day are contribution based. If insufficient contributions are received, the residential will not go ahead. The school does not receive any additional funding for non-pupil premium children and any shortfall has to come from our resources budget.

3. Remission for School Trips and Residential Visits

The Governors have agreed that any child who receives additional funding through the pupil premium or who is claiming Free School Meals (benefit driven free meal entitlement, not through the Universal Infant Free School Meal scheme for key stage 1 children) is entitled to:

- 50% reduction in the cost of day visits.
- Free board and lodgings with payment of the remainder of the trip (activities, transport etc.) as a contribution unless they are designated as optional extras (see above).

If you think you may be entitled to claim for Free School Meals please call 0300 500 8080 or come into the School office for information.

4. Music Tuition

Charging relates to music lessons provided by peripatetic music teachers from Inspire – the Arts Support Service from Notts County Council, who visit the school to provide individual or small group music lessons which are not part of the school's curriculum.

Charges for these lessons are advised termly in advance. The cost is calculated on a per week basis and payments must be received by the start of the term to which the payments relate.

Pupils who are under the care of the Local Authority are eligible to receive free music lessons, but their music teacher must confirm that they have made good progress, have been practising and have a good record of attendance.

4. Breakfast Club

Breakfast Club charges on a cost per day attendance.

Bookings and payment have to be made in advance using the online system School Money.

Payments cannot be refunded if a child does not use a session which has been paid for. This is because staff will have been asked to work, depending on booking numbers and will still need to be paid. If an amount of £40 or above for clubs is accrued through non-payment, the Governors reserve the right to not permit children to attend the club until the bill is cleared.

5. Cooking Club

From time to time the staff may run a cooking club. A small charge will be made on a weekly basis to cover the cost of ingredients. Any items made will be taken home. Any child in receipt of the pupil premium will have these costs covered by the school.

6. After School Sports and activities Clubs

From time to time the school may offer after school sports clubs whereby we pay an external sports coach to deliver quality activities to children. Parents may be asked to pay a small charge to cover a proportion of the costs. Any child in receipt of the pupil premium will have these costs covered by the school.

7. After-School Clubs

After-school club charges on a cost per day attendance.

Bookings and payment have to be made in advance using the online School Money.

Payments cannot be refunded if a child does not use a session which has been paid for. This is because staff will have been asked to work, depending on booking numbers and will still need to be paid. If an amount of £40 or above for clubs is accrued through non-payment, the Governors reserve the right to not permit children to attend the club until the bill is cleared.

8. Items Requested Under Freedom of Information Act

The following table is an extract from the Freedom of Information Act Publication Scheme for The Kite Primary Federation and covers the cost of items requested under the Act.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing per sheet (black & white)	Actual cost per sheet plus Staff Time
	Photocopying/printing per sheet (colour)	Actual cost per sheet plus Staff Time

	Postage – 2 nd Class As per Standard Royal Mail costs on sliding scale	Actual cost of Royal Mail standard 2 nd class
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9. Any Other Activities not specifically covered above

The school will take into account the principles outlined above when deciding on charging for activities not specifically covered.

10. Breakages and Damage to School property

The Governing Body reserves the right to seek reparation from parents where breakages or damage to school property occur resulting from their children’s behaviour.