

**SUMMERFIELDS PRIMARY ACADEMY**



# **PIONEER ACADEMIES COMMUNITY TRUST**

## **Policies and Procedures**

### **Charging and Remissions**

<b>Review/Approve</b>	<b>By Whom</b>	<b>Date</b>	<b>Review Date</b>
Approved	Finance	11.11.14	Autumn 2016
Approved	Finance	22.11.16	Autumn 2018
Approved	PACT	27.11.18	Autumn 2020

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Responsibilities**

Pioneer Academies Community Trust (PACT) is responsible for determining the content of the policy and the Local Governing Body and Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and Local Governing Body.

## **Prohibition of Charges**

The Directors of the Board recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
  
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

## Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs

The proportion of the costs to be charged to parents will be considered on the merits of each individual activity / event.

## Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the prescribed amount for the financial year to which this policy applies;
- e) the guaranteed element of State Pension Credit.

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

## Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) School visits and journeys
- b) Visiting speakers, musicians and theatres
- c) Sporting activities where transport is required

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

Voluntary contributions will be used to:

- Subsidise the cost incurred by the school for the activity / event.

## Damages

Legally parents can be asked to pay for damage to and/or loss of school property, however we do not usually charge for accidental damage to property. The academy will always seek to recover all costs and charges incurred with regard to reinstatement after damage to academy facilities, infrastructure, furniture or assets, where an individual or individuals are identified.

Charges for damages may include third party contractor costs, and academy site team working time costs.

Where more than one individual or several individuals are identified as directly causing or contributing to damage, a percentage will be apportioned based on culpability.

Culpability of individuals with regard to damage liability will be established by:

- Written statements of admission by those identified
- Corroborative written statements by witnesses
- Review of closed circuit television footage (where applicable)

Parents/carers will be directly invoiced by the academy. A staged payment period will be considered by the Finance Officer on application and subject to mutual agreement. Overdue invoices for payment will be pursued through the multi academy trust's legal department for recovery.