



Charging and Remissions Policy

Document produced by: Matt Messias, The Principal

Date produced: May 2015

Adopted by Governing Body:

To be reviewed: May 2018

Introduction

The purpose of the policy is to ensure that there is clarity over those items, which the school will provide free, of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance and complements the school's policy for the Management of Outdoor Education, Visits and Off-Site Activities.

Definition

The school day is defined as 9.00am – 5.30pm (Monday to Thursday) 9.00am – 3.30pm (Friday). The midday break does not form part of the school day.

Responsibilities

The Principal will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy statement

During the school day activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (See below).

Voluntary contributions

The Academy Trust may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example clubs.

Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Enrichment Week / Residential trips

Charges will be made for entrance fees, transportation, board and lodging. For pupils whose parents can prove they are in receipt of eligible benefits, there may be limited access to a subsidy based upon their individual circumstances.

Other charges will be made to cover the costs of activities within the Residential visits for all pupils. In such cases, parents will be told how the charges were calculated. Parents will have the option of spreading the cost.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for specific cases identified will come through other external funding sources that could include voluntary contributions and fundraising.

Parents who may qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents

Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits.

There is no charge for examinations that are not on the set list, but have been arranged by the school. (Please see our Exam Policy for further guidance).

Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Principal and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Principal.

Inability or unwillingness to pay

Atrium Studio School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.