



Balksbury Federation

Charging and Remissions Policy

Introduction

Educational visits give the children a broad and exciting curriculum. We want all our children to have an equal opportunity to benefit from federated activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our federated approach to charging and remissions, and is informed by local authority guidance. In doing this, our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the federated premises.

1. Admissions

No charge will be made for admission.

2. School meals

Currently under the Government Universal Free School Meal Policy no charge will be made to infant age children or for children entitled to free school meals; school meals are chargeable at the Junior School.

3. Activities for children that take place during school hours

A voluntary contribution may be requested to help with costs associated with:

- Class or school educational visits
- Contributions to swimming lessons
- Visiting theatre groups or musicians etc.
- Transport costs to take the children to a venue away from the federation
- Replacing reading/library books borrowed from the federation which are subsequently lost or damaged

4. Activities for children that take place outside school hours

No charge will be made for an activity that takes place outside school hours when it is a necessary part of the curriculum. However, extra curricula clubs may charge a small fee for a product being used.

Optional extras:

We may charge for some other activities that take place outside your child's school hours. The Executive Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Executive Headteacher and the Governing Body.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other children by paying more than an amount equal to the total cost of the activity divided by the number of children participating.

Costs we can legally recover are as follows:

- For federated staff engaged under contracts for services purely to provide an optional extra, this includes Drop Off Club and Pick Up Club
- For outside providers such as sports coaches, who are engaged specifically to provide the optional extras
- Any materials, books instruments or equipment provided in connection with the optional extra
- Transport to an activity outside school hours

5. Activities that take place partly during school hours either on or off site

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours and will apply the same criteria to charging as set out in section 3.

If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours and will apply the same criteria to charging as set out in section 4.

6. Music tuition within school hours

No charge will be made if the music tuition is an essential part of the National Curriculum (including instrument hire, music books etc.).

7. Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of federated property. This will be determined by the Executive Headteacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Executive Headteacher.

9. Remissions and concessions

We will comply with legal requirements for remissions as outlined throughout this document, for children defined as eligible. Parents qualifying for remission will be in receipt of the following:

- Income support
- Income related Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, if you claim Working Tax Credit
- Guaranteed element of State Pension Credit
- Universal Credit

The federation will tell all parents of the right to claim free activities if they are receiving these benefits; parents must specify that they will need support before engaging in an activity that requires a payment plan. We may choose to subsidise, in full or part, charges for certain activities and children, as determined by the Governing Body, advised by the Executive Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

10. Voluntary contributions

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No child will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

11. Data Protection Act, Pupil Information regulations and Freedom of Information Act

The Governing Body has determined:

- To charge the statutory maximum fee in respect of a request made under the Data Protection Act 2018
- To charge a fee not exceeding the cost of supply in respect of a request made under the Education Pupil Information regulations 2018
- To charge a fee in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000

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