



WIXAMS TREE
PRIMARY ACADEMY

Charging and Remissions

RESPONSIBLE DIRECTOR
Headteacher

RATIFIED BY TRUST
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Our Vision

The Knowledge Schools Trust provides our pupils with a rigorous and extensive knowledge-rich education, alongside a deep and lasting respect for the values of a modern and diverse world. Our vision and ethos are driven by a common desire to overcome inequality of opportunity.

Our Values

Our Core Values are woven into the fabric of our school routines.

For our Primary Schools our values are to be:

- Kind
- Inclusive
- Scholarly
- Inspired
- Resilient

Purpose and Background

Knowledge Schools Trust (KST) wishes to make a broad programme of activities, experiences and opportunities accessible to as many students as possible, regardless of background and means. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the Primary School's budget. It also defines other circumstances when the Primary School may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

The policy has been established with the framework of legislation, rules and guidance laid down by the Department for Education (DfE). Any legislation and binding DfE rules within that framework will always take precedence over this policy.

The most current guidance note from the DfE at the time of drafting this Primary School policy is "Charging for School Activities – October 2014". Since the Primary School is bound by any legislation and rules within that guidance this is not restated in this policy document, which focuses on those activities where the Primary School may charge.

Charging

No student should have his/her access to the curriculum limited by charges. However, KST reserves the right to levy a charge in any circumstances permissible under statute as detailed in the following pages.

When charges are to be made the Primary School reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Parents may apply to the Primary School for special consideration regarding financial support.

What Can and Cannot be Charged for

KST **will not** charge for:

- The admission to the Trust.
- 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 [1], or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school. • 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 examination that the pupil is being prepared for at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school [2]. • 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 Local Advisory 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 visit.

KST **may** charge for:

- Materials and Equipment – any materials, books, instruments, or equipment, where the child’s parent wish to own them;
- Optional Extras;
- Music and Vocal Tuition, in limited circumstances;
- Board and Lodging.

Voluntary Contributions

Nothing in legislation prevents the Trust’s Local Advisory Body from asking for voluntary contributions for the benefit of the Primary School or any Primary School activities. However, if the activity cannot be funded without voluntary contributions, the Local Advisory Body or Headteacher will make this clear to parents at the outset. The Local Advisory Body or Headteacher will also make it clear to parents that there is **no obligation** to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. The Primary School will make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The Primary School will make it clear to parents at the outset what their policy for allocating places on school visits will be.

Chargeable Activities

Material and Equipment

Parents may be expected to provide materials, or be charged for materials where, the parents wish to own the end product, for example, materials for items produced during, design technology and art classes. Also, should a parent wish to own the books or equipment, such as revision guides, textbooks and musical instruments, these items will be chargeable.

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment.

Optional extras are:

- Education provided outside of school time that is not part of:
 - a) The National Curriculum.
 - b) A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - c) Religious education;
 - Transport that is not required to take the pupil to school or to other premises where the local authority/Local Advisory Body have arranged for the pupil to be provided with education.
 - Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

No charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The Local Advisory Body agrees that the Academies within the Trust may make charges for providing 'optional extras' as defined above, with participation in the related activity being dependent upon meeting the charge. The Academies may not derive any element of profit from such charges but may levy an administration charge of 10% of cost.

An administration charge is appropriate for exam entries falling within the definition of 'optional extras', and a guide of £10 per block of entries per student seems reasonable.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

KST may charge for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra, may be charged.

Board and Lodgings

Where a school activity requires pupils to spend nights away from home, the school may make a charge for board and lodgings.

Remissions

Criteria for Exceptions

No charge will be made for board and lodgings in respect of students who are in receipt of Free School Meals.

The Local Advisory Body may, from time to time, agree to remit charges for other 'chargeable activities' involving particular students. Authorisation for such decisions is delegated to the Principal. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

[1] It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

[2] However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.