



Unity Church of England Multi Academy Trust

Charging and Remissions Policy

Introduction

The Trust board recognises the valuable contribution that a wide range of additional activities and educational visits can contribute towards pupils' education. In so doing, however, we acknowledge that it must remain within the legislation governing charging for such activities as outlined in the Education Act (1996) and subsequent information provided by the DfE (1999, 2003, 2008)

Aims

The Trust board aims to promote and provide activities, both as part of a broad and balanced curriculum, and as optional activities to enhance their experiences; whilst at the same time ensuring:

- The right of every child to free, state education is maintained
- Equality of opportunity enables all pupils to access the educational experiences being offered
- Best value for money

Policy for class activities

- We make no charge for National Curriculum or Statutory Religious Education and related activities in school.
- All pupils are eligible to participate in activities organised by the school which are undertaken wholly in school time.
- We will make a request for a voluntary contribution from parents/carers which enables the provision of a wide range of enriching activities.
- We will ask for a voluntary contribution for activities wholly or partly in school time which otherwise would be prohibited by cost.
- No pupil will be excluded from any such activity on the basis on non-contribution.
- We may provide support towards the cost of an activity where there are financial difficulties and the parent/carer has met with the Headteacher to discuss payment.
- The principles of best value will be applied when planning activities that occur costs to the parents/carers or to the school.
- Voluntary contributions will be set at a level which meets the cost of the activity and neither generate excess funds nor subsidise remitted charges (i.e. reflect cost per eligible pupil).
- Activities may be cancelled as a consequence of insufficient contributions, if so, all contributions will be reimbursed in full.

Registered Office & Address: Great Barford Church of England Primary Academy
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Website: www.gbpa.org



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- Under the Equality Act 2010, due regard has been given to equality considerations, and no child will be charged extra for additional requirements to meet any pupil's additional needs.
- Charges will be made for extra-curricular activities where there is a direct charge to the school from a third-party provider. The use of Pupil Premium money will be considered if a pupil is excluded because of financial difficulties.

Policy for residential trips

- A non-refundable deposit to be paid to secure a place.
- The balance should be paid in full or by instalments on the specific dates.
- Failure to pay the instalments on time may risk the place being cancelled therefore losing money already paid.
- Attendance on a residential trip is not compulsory, it is parent/pupil choice therefore only pupils that are paid in full will be entitled to attend.
- Cancellations will be on a percentage basis as the trip gets nearer as per terms and conditions, parents will be liable for any cancellation fees the school are charged by the event organiser.

Exceptions

Instrumental tuition

Charges will be made for individual musical instrument tuition (paid directly to the music tuition provider)

School meals

Children in Nursery, who meet the required criteria, are provided with a free school meal, others can purchase meals from Caterlink.

Children in Reception, Y1 and Y2 are provided with universal free school meals. Children who are in Y3, Y4, Y5, Y6 are required to purchase their school dinner directly from Caterlink, unless they are entitled to free school dinners.

Breakfast, After School and Holiday Club – Chargeable activities

The School provides extended hour's provision through Breakfast, After School and Holiday Club, and they run as follows:

- Breakfast Club from 7:45am until 8:45am (term time only)
- After School Club from 3:15pm until 6:00pm (*or as current arrangement* -term time only)
- Holiday Club from 8:45:am until 3:30pm (set out in advance by the school)

It is the school policy that:

- For Breakfast Club and After School Club, invoices are issued monthly in advance, issued on 28th of the month and payment needs to be received by 7th of the next month. The invoice will detail the due date, payment instructions, and details of the sessions they are paying for.
- For Breakfast Club and After School Club a two week notice period is needed if parents/carers wish to cancel their regular booking. If individual sessions

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are cancelled, these are still charged for. Charges remain until the notice period ends.

- Once the regular booking is in place for Breakfast Club or After School Club, it is the parent's responsibility to inform school if there are any changes required.
- Payments for Holiday Club must be paid for in advance
- If a child is collected late, the Headteacher reserves the right to charge the parent/carer to charge for the additional time. The reasons for the delay will be considered.

Nursery

Nursery sessions are:

Morning session 8:45am until 11:45am

Lunch club 11:45am until 12.15pm

Afternoon session 12:15pm until 3:15pm

- Charges are made for the time that is additional to the funded hours provided.
- Invoices are issued monthly, 28th of each month for the next month's sessions.

Failure to pay Nursery or Out of school care

If full payment is not received by the due date:

- Parents/carers will be contacted to remind them that the payment is due.
- Your child's place will be withdrawn from 'parent paying sessions' until a payment plan is in place or full payment has been received.
- If payment is not received or the payment plan is not kept to, the parent/carer will be informed in writing that the payment is overdue and an appointment will be made to discuss the matter with the Business Manager or Accounts Assistant, which will be dealt with confidentially.
- If the amount is not cleared immediately, an appointment is made with the Headteacher.
- If the payment remains outstanding, Unity Church of England Trust will take legal action.

Remissions

The remission of charges is at the discretion of the Headteacher.

If a pupil is Pupil Premium, the Headteacher may waive a charge wholly or in part in discussion with the parent/carer. Other cases of hardship may be considered to remit charges wholly or in part.

The charges may be waived for Wrap-around Care at the discretion of the Headteacher for short-term support of families in need.

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If a pupil, due to exceptional circumstances, is unable to attend a residential outing, the school will negotiate with the provider to recoup whole or part of the cost. If this is not forthcoming, the school will consider meeting the refunds from the school budget.

Damage to school property

Parents/carers may be asked to make a contribution towards replacing damaged or lost school property caused wilfully by a child. All circumstances will be considered before making a decision.

Review Date: June 2022

Related documents:

'Nursery and Wrap Around Care Provision agreement, terms and conditions'.
'Administering Medication' Policy

I have read and understood this entire agreement. I have the authority to enter into this agreement and agree to be bound by its terms and conditions.

For: Great Barford Church of England Primary Academy

Signed
Name
Date

For: Parent/Carer

Signed
Name
Date

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