



Charging and Remissions Policy

2021-4



CEO SIGNATURE



CHAIR OF TRUST BOARD SIGNATURE

17.11.21 (updated format to include all schools)

DATE

3 years

NEXT REVIEW DATE



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SECTION 1: INTRODUCTION

The Directors at St. Bartholomew's CE MAT recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The directors and Local Governing Board (LGB) aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budget the Directors and LGB reserves the right to make a charge in the following circumstances for activities organised by the school(s). The Directors and LGB will from time to time, review and amend the categories of activity for which a charge may be made.

SECTION 2: CHARGING FOR VISITS

a) All Visits

The group leader should always ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much each parent will need to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);
- use of any surplus funds, i.e. will they be returned to parents or retained for future visits?

Early notification of the above is important as this allows parents to make financial preparations.

b) During Normal School Hours

Visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents must be notified of this contingency. Pupils whose parents/guardians do not contribute will not be discriminated against.



The Directors and LGB may offer to remit the full or part cost of full board and lodging for any residential activity which:

- takes place during school hours or;
- is not an optional extra (see following section for definition).

The decision to offer to remit board and lodging costs, as above, is subject to the parents of a pupil being in receipt of one of the following:

- Income Support;
- Income-Based Jobseekers' Allowance;
- Child Tax Credit;
- Disability Working Allowance.
- Support from NASS
- Guaranteed Element of State Pension Credit

Parental permission should be obtained by either:

i) Signed Slip received back from parents:

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

"All pupils will need to take a packed lunch with them. As we are travelling by coach, a cost will be incurred. Current legislation permits asking only for voluntary contributions towards the costs involved. No pupil will be discriminated against on the grounds of inability to pay, but if sufficient money is not raised by voluntary contributions, then the visit may have to be cancelled. A contribution of £___ should be sufficient to ensure that the trip can proceed."

ii) Signed annual confirmation received from parents that their child is given annual permission to attend all school trips provided the parents receive an electronic/paper copy of the trip information and are instructed to inform the school office if they do not give permission.

c) Outside Of Normal School Hours/Optional Extras

The HT/HOS can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:



- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit should be obtained in writing before the visit is booked. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge. Parental permission should be obtained as follows:

- i) Any letters which are sent to parents must contain the following information
- that current legislation permits the School to ask for the full cost of the visit;
 - that current legislation does not require the School to arrange subsidies for the visit;
 - that if insufficient numbers of pupils opt for the visit then the visit may have to be cancelled.
 - that my child cannot attend this 'optional extra' visit if full payment is not made by myself/ourselves.

SECTION 3: INDIVIDUAL INSTRUMENTAL TUITION

St. Bartholomew's CE MAT purchases peripatetic instrumental tuition via a Service Level Agreement from Wolverhampton Music School/Staffordshire Music School. Parents must agree to pay the cost of the instrumental tuition if they wish their child to have instrument lessons at school. This does not include whole-class instrument/music lessons. These are provided by the MAT.

SECTION 4: LETTINGS

Each School charges a hire fee for use of a separate, self-contained building on the school premises. Lettings of any schools in the MAT will always incur a hire fee.



SECTION 5: INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Directors and LGB reserve the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.

This is particularly relevant for the cost of materials/ingredients for Design & Technology.

SECTION 6: BROKEN EQUIPMENT (REPLACEMENT)

The Directors and LGB agree the HT/HOS may ask parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

SECTION 7: BREAKFAST/AFTER-SCHOOL CLUBS & NURSERY NOT COVERED BY STATUTORY ENTITLEMENT

Any childcare outside statutory entitlements is charged for. With regard to clubs run by private companies, these are not part of the Charging and Remissions Policy as they are private concerns.

SECTION 8: THE FREEDOM OF INFORMATION ACT & CHARGING

Members of the public have a statutory right to ask for information under the Freedom of Information Act. Naturally, no charge is made by the School for information sourced from the School's Website.

For parents of present or prospective pupils (including parents who wish information to help them decide if they wish their child to attend the Schools), single copies of all relevant and available information are provided free of charge. However, should a request for information involve a large amount of non-standard paperwork or duplication, the Schools reserves the right to charge 10p per sheet to cover duplication and administrative costs.



When a member of the general public or a member of a professional body requests the information, then a charge will be made to cover duplication, postage and administrative costs.

In all cases where a cost is to be levied the purchaser will be informed of the cost and requested to pay the correct amount in advance, (by cash paid or cheque) before the work is undertaken.

SECTION 9: REMISSIONS

The Directors and LGB may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. Authorisation for such remission will be made by the HT/HOS, in consultation with the Chair of the LGB.