

# Blossom Federation

Daubeney, Sebright and Lauriston



## Federation Charging and Remissions Policy

### Version Control

Version	Date	Summary of changes
1.1	September 2020	Front cover, Federation policy
1.2	November 2021	Format update Change to process for contributing and funding trips

Next review: November 2024

## **Charging and Remissions Policy**

### **Introduction**

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

The Blossom Federation Governing Body recognise the valuable contribution the wide range of additional activities (e.g. clubs, trips, residential visits) can make toward the social, emotional and educational development of all children. The Governing Body seek to promote and provide such opportunities through a broad and balanced curriculum and support this by additional optional activities, charging for these only when necessary.

### **Aims**

The aim of this policy is to set out what the school will not charge for, what it will charge for and also what it will make a request for a voluntary contribution from parents and carers for. It will also seek to clarify where remissions can be claimed and children exempted for charges.

### **Basic Principles**

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

### **Voluntary Contributions**

School trips, visits, practical and enrichment activities held both within the school and externally enhance the pupils' learning and broaden their knowledge and experience.

These are undertaken with the voluntary contributions of parents, to extend the value of school funds.

The school will request contributions for each costed trip or visit which will not usually exceed £30 per year, excluding residential trips/

Trips and visits will be costed based on 80% of the cohort making a voluntary contribution. Contributions will not exceed the actual cost of activities. Activities may not be able to take place without some help from parents through voluntary contributions.

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

## **Breakfast Club, After School Club and Extended School Provision**

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body.

## **Ancillary Services**

The School may offer additional non educational services and the scale of charges will be approved by the Governing Body. If the service is a one-off, the Executive Head Teacher or Finance Committee may approve the charge.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved by the Finance & Staffing Committee.

## **Remissions Policy**

If the parent /carer of a pupil is in receipt of Free School Meals/Pupil Premium the Executive Head Teacher, Federation Business Manager or Governing Body may choose to waive charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

## **Extra-Curricular Activities run by External Providers**

External providers will set and collect their own charges.

## **Other charges**

The Executive Head Teacher, Federation Business Manager, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

## **Breakages & Damages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Executive Head Teacher or Federation Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Executive Head Teacher, Federation Business Manager, Finance & Staffing Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

## **Exceptions**

The Executive Head Teacher, Federation Business Manager, Finance & Staffing Committee or Governing Body may decide not to waive charges in respect of a particular activity, if it feels it is reasonable in the circumstances.