



CHIPSTEAD VALLEY  
**ACADEMY TRUST**

# Charging and Remissions Policy

2016/2017

Agreed by Directors: 3<sup>rd</sup> March 2016

To be reviewed: March 2017

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## **INTRODUCTION**

Chipstead Valley Academy Trust (CVAT) and Coulsdon Nursery School (CNS) recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We 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

All education during school hours is free. The Trust does not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition delivered by an external agency or peripatetic teacher.

## **CHARGING FOR SCHOOL ACTIVITIES**

The Strategic Board will agree the charge to be made for each pupil for activities organised by the school in the following circumstances:

### **Activities outside school hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours, unless a payment agreement is set up in advance by the Executive Headteacher/Head of School. Activities include; Breakfast and Afterschool clubs, Additional nursery sessions and lunch club.

### **Materials and equipment**

Charges may be made in respect of the cost of materials, ingredients or equipment, for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

### **Lost or damaged school property**

A charge may be made for the replacement of any item of school property that is lost or damaged.

### **Residential trips in school hours**

CVAT will charge for the total cost of board, lodging and transport of approved residential activities deemed to take place largely in school hours.

The charge will not exceed the actual cost of provision.

### **Voluntary Contributions**

CVAT may request from parents a voluntary contribution towards the cost of:

- Any activity which takes place during school hours such as school trips and including school swimming.

There will be no limit on the level of voluntary contributions and no restrictions on the use to be made of such contributions.

Requests will make it quite clear that contributions are voluntary and children of parents who do not contribute will not be treated any differently. No pupil will be excluded from an activity because their parents are unable to make a contribution of any kind. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may have to be cancelled (with the exception of swimming, to which the school is committed to continue).

At CNS a regular donation per week is requested in order to cover the costs of daily fruit for each child.

## **OTHER CHARGES**

### **Letting charges**

The Strategic Board is responsible for setting charges for the letting of any Trust premises, variations to the charging is delegated to the Executive Headteacher. The scale of charges is reviewed annually by the Finance and Audit Committee.

### **Consultancy and Training**

Charges are made to external agencies and other schools for training provided by the Teaching School or Senior staff. These charges are calculated on an individual basis depending on the course/training being delivered. These charges will be reviewed annually by the Finance and Audit Committee.

## **REMISSIONS**

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of family credit, income support or pupil premium, parents can apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Executive Headteacher / Head of School.

Where a trip takes place wholly, or mainly, during school hours, pupils whose parents are in receipt of:

- Universal Credit in Prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16, 190;

- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27th October 2008.

will, in addition to having a free school lunch entitlement, also be entitled to whole or part remission of these charges. A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for Religious education.

Usual free school lunch entitlement verification procedures will be applied when considering remission of these charges.

Requests for remission of charges associated with a school trip should be made to the Executive Head Teacher/Head of School who has discretion to grant this.

Remissions will normally be funded from pupil premium, where it is appropriate.

These remission arrangements will also apply to requests relating to breakfast and afterschool clubs. At CNS will apply to; additional sessions and lunch club.

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

This policy will be reviewed annually by the Finance and Audit Committee.