

## Charging Policy and Remissions Policy September 2022

### Smith's Wood Primary Academy



Approved by:	[Name]	Date: [Date]
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Last reviewed on:	28/09/2022 (JM)
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Next review due by:	September 2023
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## **Charging Policy and Remissions Policy September 2022**

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

### **School Trips**

#### **Residential trips**

- Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.
- School trips are funded through parents paying online via Parent Pay system.

#### **Materials & Textbooks**

- Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.

#### **Music Tuition**

- The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons.

#### **Activities Outside School Hours**

- No charge will be made for activities outside school hours that are an essential part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

#### **Damage/Loss to Property**

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

#### **Voluntary Contributions**

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Where there are

not enough voluntary contributions to make the activity possible, then it may be cancelled.

### **Other charges**

- The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

### **Remissions Policy**

- The Principal, Finance Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
- The Principal, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

### **Catering**

The Academy has a catering contract. The Academy administers one system through ParentPay .

ParentPay is a Company which facilitates an online system that enables parents to pay money into an account via their individual username and password. The system is secure and administered by ParentPay. The payments are received into the school bank account and recorded against the student account. Meals are then purchased and the meal cost deducted from the pupils account.

- Students who receive free school meals have their accounts topped up on the system.

### **Non-payment of charges**

Where a parent/ carer has an outstanding charge (eg dinner money) a reminder will be sent. As a final resort, the school reserves the right to use debt collection agencies in order to retrieve monies owed.