

Torfield and Saxon Mount Academy Trust



Charging and Remissions policy

December 2022

The Federation of Torfield School and Saxon Mount Community School Charging Policy

This policy applies to all pupils in both schools within the Federation

1 Introduction

- 1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2 Voluntary contributions and charges

- 2.1** When organising school educational visits or activities which enrich the curriculum and educational experience of the children, the schools invite parents to contribute to the cost of the visit or activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit or activity. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. We do not ask for voluntary contributions or make charges for every additional activity offered, but we reserve the right to do so.

- 2.2** If a parent wishes their child to take part in a school visit or activity, but is unwilling or unable to make a voluntary contribution, we may allow the child to participate fully in the visit or activity. Such decisions will be made on a case by case basis by the Headteacher and will depend on individual circumstances. The school frequently pays additional costs in order to support a visit or activity. However, the school is not obliged to either proceed with a visit or activity or provide free participation, particularly if it is not sustainable for the school to do so.

- 2.3** The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras' and may be cancelled if sufficient contributions are not made, or individual pupils may not necessarily participate if payment is not received and there are no extenuating circumstances. This list is not exhaustive:

- visits to museums, art galleries etc...;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre, cinema etc...;
- school visits abroad;
- musical events and extra-curricular activities;
- after school clubs
- holiday clubs
- weekend activities

- 2.4** Charges may be made for some optional activities and towards the cost of some materials for curriculum or optional activities if parents have indicated in advance that they wish their child to bring the final product home. This may include: materials or ingredients for food technology, materials for art or design technology etc.

2.5 Charges are made for most after school or extra-curricular clubs and activities. In addition, where transport is offered to take pupils home or out of school as part of a club, charges will also be made to provide transport and support staff where required. This element of our charging policy is not voluntary or optional, however the school may apply discretion in cases of particular hardship. Each circumstance will be assessed on a case by case basis. The transport service may be withdrawn in the event of non or late payment of charges. Allocation is made from our Pupil Premium funding so that charges are minimised and all pupils eligible can attend.

2.6 Charges will be made if pupils require collection from home to school to improve attendance and support families where eligibility for free school transport from the LA is not applicable. As with after school clubs, Pupil Premium funding or subsidy from the school budget or other grant income may be used to ensure costs are kept to a minimum. This is a discretionary offer and does not form part of a statutory service that the school must provide. There may be times where it is not possible to offer this service. It remains parent / carer responsibility to ensure their child attends school every day and the provision of transport made by the school does not change this responsibility. This element of our charging policy is not voluntary or optional, however the school may apply discretion in cases of particular hardship. Each circumstance will be assessed on a case by case basis. The service may be withdrawn in the event of non or late payment of charges.

3 Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education costs. However, we do make a charge to cover the costs of board and lodging and towards the costs of any additional activities and for transport to and from and during the activity. Parents who receive state benefits may be assisted with the payment. Allocation is usually made from our Pupil Premium funding so that charges are minimised and all pupils eligible can attend.

4 Music tuition

4.1 All students up to and including Key Stage 3 study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum delivered by the school. The peripatetic music teachers from the East Sussex Music Service may teach individual or small group lessons by arrangement and they will make a charge for these lessons. Parents in receipt of state benefits can obtain discounts. We give parents information about additional music tuition whenever this becomes available. This arrangement is between the parent / carer and the music tuition service.

5 Swimming

5.1 The schools organise swimming lessons for all children and young people. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents to support their son or daughter in bringing the appropriate kit.

5.2 If swimming is organised as part of school visit or as an extra-curricular activity or forms an optional part of a school visit, an additional charge may be made to cover the cost of this.

6 School minibus

- 6.1** We do not always charge students if they are transported in the minibus to an extra-curricular activity, however the cost of transporting pupils may be factored into the amount requested towards the cost of a trip as either a voluntary contribution or charge.
- 6.2** We may offer transport as an option for those participating in after school clubs, holiday or weekend activities (see 2.5 above). Where this is offered as an option, a charge will be payable and access to this transport is dependent on payment being made, or in agreement from the school to support participation if there are extenuating circumstances.

7 School property

We reserve the right to charge parents / carers for non-accidental damage to, or loss of school property.

- 7.1** On occasions and where appropriate in order to support learning, we will recoup the equivalent value of non-accidental damage from a pupil's accumulated credits or merits or rewards. We do not require the agreement of parents / carers to do this.

This policy is monitored on a day-to-day basis by the Headteachers, who report to the Executive Headteacher and governors about the effectiveness of the policy on request.

Signed.....
Chair of Directors

Date.....

Signed.....
Executive Headteacher

Date.....