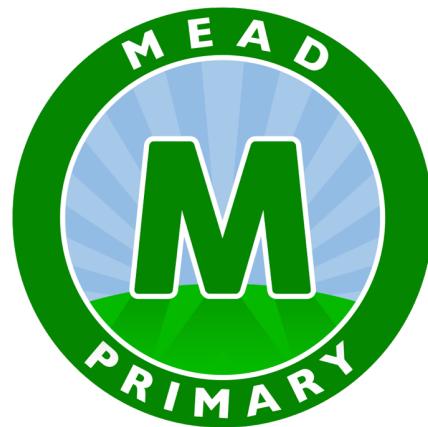
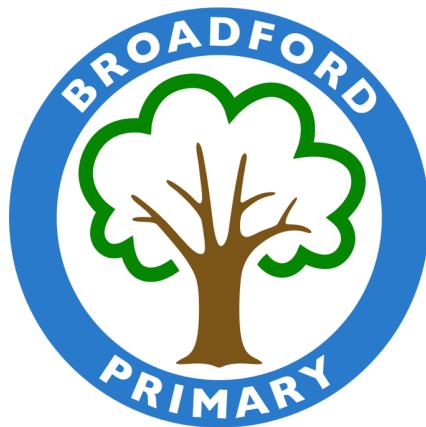


Charging & Remissions



Date of implementation	10/21
Date of review	10/21
Review of the policy	10/22

1. Guiding Principles

At The Learning Federation schools we aim to provide a safe, caring and stimulating environment which offers opportunities and enables every child to reach their potential.

The staff and Governors of The Learning Federation are committed to promoting a learning and teaching environment for all that embeds the values of inclusive educational practices. We believe that all children, irrespective of ethnicity, culture, religion, family background, learning difficulties or disabilities, gender or ability should have the opportunity to experience a challenging and enjoyable programme of learning and development.

All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The Learning Federation has adopted the Local Authority Charging & Remissions policy and the policy is as follows:

The policy identifies activities for which:

- charges will not be made.
- charges will be made.
- charges may be waived

2. Educational Visits / Experiences taking place during the school day

Parents/carers are asked to make a voluntary contribution to cover the cost of their child's share of the total cost of the trip/experience. All requests for voluntary contributions will explain their voluntary nature and the fact that pupils of parents/carers who do not make such contributions will be treated no differently from those who have.

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.
- Visits / experiences are planned so that no profit is made. In the event of a change of circumstances where the school has surplus funds related to a visit, refunds will be issued if this surplus amounts to more than £5 per head.

3. No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;

- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- Education provided on any trip that takes place outside school hours
 - if it is part of the National Curriculum, or
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

4. Activities for which charges may be made:

Breakfast Club Broadford School

Our breakfast club is run in our dining hall and is open to all pupils in the school from Reception through to Year 6.

The charge for Breakfast Club is £1.50 per session per child.

Payment must be made in advance via the online sQuid payment system.

The school is unable to admit children to the Breakfast Club if there are insufficient funds on their account.

Due to staffing arrangements and so that the club operates with a correct ratio of adults to children, all nursery breakfast club bookings are non refundable.

At the discretion of the Head of School, a subsidy may be applied to any child who is deemed to be disadvantaged and would benefit from attendance at the Breakfast Club.

The Governing Body recognise that the amount charged per day does not cover the total costs incurred in running the club but agree to subsidise the difference from the School Budget.

Breakfast Club (Broadford nursery)

The nursery breakfast club is open to our nursery pupils and the cost to attend is £4 per session.

Sessions must be booked in advance using the sQuid online payment system, bookings are non refundable.

Breakfast Club Mead School

Our breakfast club is run in our dining hall by the friendly Abacus team. The charge is £3.50 per session per child.

Bookings and payment are made directly to Abacus. Please contact Kayley Harrington or Sharon Williams at Abacus on 07903 708764 for further details.

At the discretion of the Head of School, a subsidy may be applied to any child who is deemed to be disadvantaged and would benefit from attendance at the Breakfast Club.

Nursery

The Governing Body are keen to support the government entitlements for Early Years Education. Current entitlement is fifteen hours per week for:

- identified two year old children and
- three and four year old children (allocated the term after they are three years old).

Some parents/carers are eligible to access a thirty hours entitlement of nursery education for their child if they meet Government criteria. Further information can be found at:

www.childcarechoices.gov.uk

Nursery Additional Fees and Hours:

Fifteen Hours:

There is no charge for the Early Education Entitlement (EEE) of fifteen hours. Additional nursery sessions may be purchased by parents who are not eligible for the EEE 30 hour offer dependent upon availability.

The way in which sessions are offered ensures that the children are able to form relationships with their key workers and peers. This enables them to feel safe and secure as well as providing a consistent environment for all children.

Additional sessions must be booked and paid for using the sQuid online payment system at least one week in advance. Sessions booked are non refundable should your child not attend.

	Broadford School	Mead School	Cost of additional session (in excess of 15 hours) *
Morning session (15 hours pupil)	8:30am – 11:30am	8:30am – 11:30am	£10.00 *
Afternoon session (15 hours pupil)	12:15pm -3:15pm	12:15pm -3:15pm	£10.00 *

* You may choose for your child to stay in the Nursery for the lunchtime period.
The extra hour per day will incur a fee of £5 per day (to be booked and paid at least one week in advance). You must provide a packed lunch.

Morning session (30 hours pupil)	9.00am – 12:00am	8:30am – 11:30am	N/A
Afternoon session (30 hours pupil)	12:00pm -3:00pm	12:00pm -3:00pm	N/A

Thirty Hours:

Children identified as eligible for this entitlement will attend sessions which follow the same times as the morning and afternoon sessions shown above. You must provide a packed lunch for your child as at present we do not have the facilities to provide a hot or cold lunch for nursery children.

One full half term's notice is required in writing in respect of cancellation of a child's place at the Nursery or for any change to additional arrangements.

No refunds will be given if a child does not attend an additional nursery session or lunchtime session. If a child has a long term illness this issue should be discussed with the Head of School.

The Governing Body may from time to time amend this policy. Fees will be reviewed each year in line with inflation and any changes made to the Early Education Entitlements at national or local level.

The Head of School will ensure that staff are familiar with and correctly apply the policy.

Nursery Attendance:

We expect our children to come to school every day; this includes our Nursery children coming to school for all of their offered sessions. We understand that children are sometimes unwell and cannot attend school. However, it is important that we have a commitment from parents/carers that their child will attend the Nursery. Where a child's attendance falls below 95% for a half term, the school reserves the right to withdraw the place.

Activities outside school hours:

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential activities

For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging costs of that trip. However pupils whose parents/carers are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs in those circumstances.

For residential trips deemed to take place outside school time charges may be made (other than for those activities listed above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

**It is the policy of The Learning Federation that charges will (or may) be made as indicated below.
Parental/Carer agreement will be obtained before a charge is made.**

Activities that can be charged for (with the exception of board and lodging for residential trips) are regarded as ‘optional extras’. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or maybe charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;	Eg. A clay model – a charge to cover the cost of the clay.	
Charges will/may be made for music tuition	The cost for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	(see below)

5. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families on low incomes

Those pupils whose parents/ carers are on low incomes may be eligible for assistance with chargeable activities. Please see below for criteria (*). Assistance with charges may be met from school fund or aspects of the pupil premium. Please contact the Head of School to discuss this if applicable.

Parents in receipt of the following benefits may be eligible for assistance:

- *Income support*
- *Income based Jobseekers Allowance*
- *Income related Employment Support Allowance*
- *Guaranteed Element of State Pension Credit*
- *Child Tax Credit (but not Working Tax Credit) and have an annual income of less than £16,190*
- *Support under part VI of the Immigration and Asylum Act 1999*
- *Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit*
- *Universal Credit (your household income must be less than £7,400 a year after tax and not including any benefits you receive)*

Parents/Carers who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss their circumstances with the Head of School. The final decision with regard to assistance payments lies with the Head of School.

6. Additional considerations

The governing board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents/carers can plan ahead.
- We have established a system for parents to pay in installments
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

7. Refunds

The Learning Federation has a threshold beyond which refunds will be offered to parents in the event of schools trips making a profit. This threshold currently stands at amounts that would be equivalent to more than £5 per head

8. Responsibilities

The Head of School will ensure that staff are familiar with and correctly apply the policy. The governors will review the policy annually.