HOLY TRINITY
CE Primary School

part of the

LDBS Academies Trust
LAT and LAT 2

Charging and Remissions Policy

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TRUST VISION STATEMENT

"The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches." (Matthew 13: 31-32)

In the parable of The Mustard Seed, Jesus reminds us that even the smallest of seeds has the potential to grow into the fullness of itself. We aim to provide the right environment for our children, and all whom we serve, to flourish into the fullness of themselves. He tells us these seeds grow into trees, capable of providing a home for a rich diversity of life, our work is to ensure all in our communities grow into people of compassion and wisdom with a deep spiritual understanding of how to support the needs of others.

SCHOOL VISION

We are a school that is more than bricks and mortar.
A place with a zest for learning without walls or limitations, where all are *held in the arms of love - respected* and encouraged.
A school that ignites curiosity *to take us beyond the world we already know; to r*ead the stories that have been told before us and write those yet to come.
A community that helps us pave our way, as we make great strides; where memories are made, that leave a sparkle in our eyes, and a smile on our face. A place that builds strong foundations.
To cherish, to wonder, to dream, to flourish, to succeed.

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1 Aims

The LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as the "Trust") recognises the valuable contribution that a wide range of additional activities, including school clubs and educational visits, can make towards a pupil's education. The Trust aims to promote and provide such activities as part of a broad and balanced curriculum for all its pupils.

This policy aims to outline clear, robust processes for charging and remissions; and clearly set out the types of activity that can be charged for and when the charges would be made.

2 Legislation

This policy is based on advice from the Department for Education ("DfE") on charging for school activities and the Education Act 1996, sections 449-462, which set out the law on charging for school activities in England.

This policy complies with the Trust's Funding Agreement and Articles of Association.

The Education Act requires the Trust to determine and keep under review this policy, which the parents have a right to ask for. The Trust's schools should also provide a summary of this policy in school prospectus and on the school website.

3 Financial Contributions

There are two types of financial contributions for which parents can be asked in relation to educational activities. These are (1) voluntary contributions and (2) permitted charges.

3.1 Voluntary contributions

Voluntary contributions will be sought for activities such as day trips. However, contributions will be voluntary and the Trust affirms that no child will be excluded.

Where necessary, voluntary contributions will be calculated to include subsidies for low income families and travel by accompanying teachers. Proposed activities will be offered to a distinct group, such as a class or year group, not only those showing a willingness to pay.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. In any event where the school may impose a voluntary charge, it will not exceed the actual per pupil cost of provision.

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents / carers have made any contribution in response to the request.

3.2 Permitted Charges

Permitted charges are a direct request to cover certain costs involved with a school activity or educational visit. No charge can be made in respect of education provided during school hours (which excludes the mid-day break).

A charge may be made for board and lodgings on any residential educational visit.

Some early years provision and community facilities may be charged for, as specified in the school's EYFS / Early Years' charging arrangements. Funded early education entitlements however are always free at the point of delivery, in line with current statutory guidance.

3.3 Where Mandatory Charges Cannot Be Levied

No charges can be made for :

- Any education provided outside of school hours if this forms part of the National Curriculum or religious education.
- Admission applications;
- Education provided during school hours, including materials and equipment;
- Education on visits during school hours, and specified education outside school hours (National Curriculum, public exam syllabus, RE);
- Supply teachers covering residential visits.

4 Specific circumstances where a charge could be made

4.1 Educational textbooks and materials

In the event that a parent or pupil wishes to retain items produced as a result of art, craft & design, or design & technology a small charge may be levied for the cost of the materials used.

The Trust will provide textbooks free of charge, but in some subjects additional revision guides may be made available for which a charge may be levied.

4.2 Music tuition

The school may levy a charge in respect of music tuition that is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil, which has been provided at the request of the parents to an individual pupil or a small group of pupils (up to a maximum of five pupils).

4.3 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of (i) the national curriculum; (ii) a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or (iii) religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the pupil to school or to other premises where the governing board has arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- The cost of buildings and accommodation.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

A day visit is in school hours if 50% or more of the total time (including travelling) occurs in the school hours. School hours do not include the normal midday break.

A residential visit in is school hours if the number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel). A school session equates to a registration session (2 per day). A half-day is a 12 hour period ending at midday or midnight.

4.4 Damage to / loss of 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 will be equivalent to the cost of replacement or repair, or such lower cost as the (Executive) Headteacher may decide.

4.5 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 determined annually by the Local Academy Committee ("LAC").

The school will only allow the use of the school premises if the interested party can provide:

- An overview of what it intends to deliver so that the LAC can make a judgement on whether this is in line with its ethos, Christian principles and is in accordance with the promotion of British Values
- Copies of its Health and Safety Policy and Child Protection Policy and Procedures to check for compliance.
- Evidence that it has followed safe recruitment practices and staff have the requisite DBS checks.

The school should also consider due diligence checks on the interested party (e.g. a search on the Internet, checks with the community department of the Local Authority, a local Police inquiry). All checks should be recorded and filed.

The school should provide the interested party with clear expectations relating to the school's health and safety measures, security procedures, child protection and safeguarding policies and procedures (if organisation working with children).

The school should make it clear to the organisation that it has the right to monitor the organisation while using the school facilities as part of its own internal monitoring of all lettings.

4.6 Other charges

The Headteacher or the LAC may levy charges for miscellaneous services up to the cost of providing such services, which fall outside the scope of the above specific circumstances in line with the guidance on permitted charges.

5 Remissions

In order to remove financial barriers from disadvantaged pupils, the LAC 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.

To qualify for consideration under this policy, parents must be in receipt of Free School Meals (FSM). The school will always apply the current national eligibility criteria for free school meals as published by the Department for Education, including any future changes to Universal Credit thresholds or legacy benefits. Currently the criteria are:

- Universal credit income of less than £7,400 per year after tax, for UC claims after 1 April 2018;
- Income support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that 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; and
- An income related employment and support allowance that was introduced on 27 October 2008.

Where charges are to be made by the LAC for optional extras, parents may receive a remission for the whole or part of the charge.

6 Monitoring

This policy will be reviewed by the Company Secretary once every two years and approved by the Trust's Board of Directors.