



**Kaleidoscope**  
Learning Trust

# Charging and Remissions Policy

<b>Version and Date</b>	<b>Author</b>	<b>Committee Responsible</b>	<b>Review frequency</b>	<b>Approval</b>	<b>Next Review Due</b>	
1.0	07.01.13	Ms J Uittermark	L&M	Annually	Approved by the L&M Committee on 12.02.13	11.02.14
1.1	04.02.14	Ms J Uittermark	L&M	3 years	Reviewed and approved by the L&M Committee 04.02.14	03.02.17
2.0	13.12.16	Mrs J Whiston	L&M	3 years	Approved by the L&M Committee on 17.01.17	16.01.20
3.0	31.01.20	Miss J Evans	F & A	3 years	Approved by the Finance & Audit Committee on 10.02.2020	10.02.23

## 1. Background

This Charging and Remissions Policy informs parents/carers and other individuals about charging for school activities. It also provides information on activities where no charge is made. It conforms to the requirements of the Education Act 1996 and takes into account revised guidance from the DfE (May 2018).

## 2. Charging

<p><b>2.1</b></p>	<p><b>Curriculum activities during school hours</b></p> <p>School hours are those when the school is in session (i.e. not lunchtimes)</p>	<p>No charge will be made for books, materials, ingredients, equipment and instruments in connection with the curriculum taught at school, except where parents/carers have indicated in advance their wish to purchase the product.</p> <p>No charge will be made for transport during school hours.</p>
<p><b>2.2</b></p>	<p><b>Educational Visits during school hours</b></p>	<p>The Trustee Directors will support off-site activities which the Principal considers to be of good educational value and complementary to the curriculum.</p> <p>Where costs are involved, parents may be asked for a voluntary contribution so that each activity is self-funding. Cloughwood school staff and transport costs will be met by school. If funds received are insufficient, the visit may be underwritten by the school, or cancelled at the discretion of the Principal.</p>
<p><b>2.3</b></p>	<p><b>Activities that take place outside school hours*</b></p>	<p>No charge will be made for an activity that takes place outside school hours when it is a necessary part of the curriculum.</p> <p>The school may charge for some other activities that take place outside school hours. The Principal will decide which activities will be chargeable and the level of charge (including any remissions).</p> <p>Where a charge is made, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p>
<p><b>2.4</b></p>	<p><b>Residential Visits for Curriculum Activities</b></p>	<p>If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the curriculum, no charge is made for the education element. A charge will, however, be made to cover the costs of board and lodging (except where pupils are legally entitled to remission – see section 3).</p> <p>For activities which take place outside of normal school hours, costs of hiring trained staff for specialist activities will be charged in addition to board and lodgings.</p> <p>Staff costs and vehicle costs will be met by school.</p>

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2.5	<b>Non-Curriculum Activities</b>	<p>When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. The level of contribution is decided by the Principal and is designed to cover the cost of the activity without affecting the school's budget allocation. Staff costs and vehicle costs will always be met by school. There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children differently from any others.</p> <p>Parents have a right to know how each trip is funded and the school will provide this information on request.</p>
2.6	<b>Swimming</b>	<p>The school organises swimming lessons for all children. These take place in school time and the school does not levy a charge to parents.</p>
2.7	<b>Uniform</b>	<p>Pupils receive one free polo shirt and one free fleece upon admission to the school and/or transfer to the Secondary part of the school. Additional uniform items are available for sale from the school office at cost price. Adult sizes reflect VAT.</p> <p>School does not accept responsibility for lost or damaged articles of clothing or any personal possessions.</p>
2.8	<b>Meals</b>	<p>No charge will be made to pupils where they are entitled to free school meals. Eligible parents/carers will nonetheless be encouraged to apply for FSM to maximise the amount of Pupil Premium funding available to the school.</p> <p>Pupils not entitled to a free school meal will be charged at the prevailing rate for their Key Stage, which is subject to regular review. Pupils are entitled to bring in their own packed lunch, but this should reflect the school's Healthy Eating objectives.</p>
2.9	<b>Damages Breakages</b>	<p>or</p> <p>A pupil responsible for non-accidental damage to, or loss of, school property such as books, equipment, windows etc., will render the parent liable for the cost of repair or replacement.</p>
2.10	<b>Exams</b>	<p>No charge will be made for exam entry fees or remarks, if supported by the school.</p>

*\*For activities that take place partly during school hours, where the majority of time is spent within school hours, treat the whole activity as if it is fully within (and vice versa).*

### **Voluntary Contributions**

If an activity cannot be funded without voluntary contributions, the trip organiser should make this clear to parents at the outset. The trip organiser must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled and any monies returned to parents. The academy must ensure that it makes this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The academy should make it clear to parents at the outset what the policy for allocating places on school visits will be.

### **Other Charges**

The School will:

- Charge staff for personal phone calls (at a rate of 10p for standard calls and as per itemised bill for long-distance or mobile phone calls).
- Charge staff for personal photocopying (at 5p per black and white copy per single side and 10p per colour copy per single side).
- Charge individuals submitting Freedom of Information Requests for photocopying (at 5p per black and white copy per single side and 10p per colour copy per single side) and postage (at cost).

## **3. Remissions**

Where the parent/carer of a student is in receipt of qualifying state benefit(s), the Board of Trustee Directors will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time.

Qualifying benefits currently include:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

An up-to date list of qualifying benefits may be found at:

<https://www.gov.uk/apply-free-school-meals>

The Board of Directors may remit charges in full or in part to other parents/carers after considering other specific hardship cases. The Board of Directors invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Directors.