



Kidgate Primary Academy

Charging and Remissions Policy

Date Approved: 18th July 2024

Signed: _____ (Headteacher) Date: _____

Signed: _____ (Chair of Governors) Date: _____

Next Review Date: July 2025

1. Admissions

There is no charge for admissions.

2.School meals

There is no charge for children who are entitled to Free School Meals or Universal Infant Free School Meals. Pupils who are not entitled to free meals will be charged a set amount per meal decided by our food provider – Farm Kitchen, currently the price per meal is £2.65 per meal. Parents book and pay for the meals using the external hot meals providers Portal.

3.Public examinations

There is no charge for examinations that are part of the curriculum and on the academies set examinations list, where children have been prepared for the examinations by the academy.

4.Activities that take place during academy hours (this does not include the break in the middle of the school day)

There is no charge for activities during academy hours with the exception of music tuition (section 8)

There is no charge for transport during academy hours to academy-organised educational activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (section 5)
- music or vocal tuition (section 8).

5.Activities that take place outside of academy hours (non- residential)

There is no charge for activities that take place outside of academy hours when they are:

- part of the set curriculum, including sports games against other schools/academies)
- part of the syllabus for a public examination that the pupil is being

prepared for by the academy

- part of the academy's basic curriculum for religious education.

Optional extras:

The academy will charge for optional extras. Optional extras are:

- education provided outside of academy time that is not:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the academy
- transport that is not taking the pupil to the academy or to other premises where the academy has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental

choice and a willingness to pay the charges. The academy will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6.Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during academy hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of academy hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in section 5.

7.Residential activities

Our school will not charge for:

- education provided on any visit that takes place during academy hours
- education provided on any visit that takes place outside academy 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 academy, or part of religious education
- supply teachers to cover for those teachers who are absent from the academy accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within academy hours
- residential activities that take place during academy hours.

Our academy will charge for:

Board and lodging

When any visit has been organised by the academy where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. Parents who can

prove they are in receipt of certain benefits may be exempt **from paying some or all of this cost** (see section 11 for more guidance on remissions.)

Travel

Travel charges may apply when the residential activity takes place outside of academy hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The academy may charge for residential activities that fall **outside** of school hours (see section 5)

8. Music tuition within school hours

Kidgate Primary Academy follows government legislation that states that all education provided during academy hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The academy may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The **academy will not charge** if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Kidgate Primary Academy is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

9. Extended Services

Kidgate Primary Academy is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day - eg Breakfast and Out of School Club; other after school clubs
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

The current cost for Breakfast Club is £3.50 per session, parents book and pay for the meals using Parentpay. No refunds will be given to those children that were booked in but do not attend, unless the School Office is notified by the Parent/Carer/Guardian that the child is unable to attend due to sickness absence.

10. Damage to property and breakages

Where academy property has been willfully damaged by a student or parent the academy may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the academy may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

11. Remissions and concessions

The academy will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance

- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The academy may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

12.Voluntary contributions

The academy or governing body, may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the academy. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Inability or unwillingness to pay

Kidgate Primary Academy is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

13.Personal Photocopying / Phone Calls

Individuals must obtain permission from the Headteacher to make personal use of the photocopier and phone calls. Currently the charges are:

Photocopies black and white	£0.00206 per page
Photocopies colour	£0.02060 per page
Phone Calls	5p per minute Local and National
Phone Calls	6p per minute Mobiles

This policy will be reviewed annually