



Charging & Remissions Policy

Adopted by Symphony Learning Trust on	Spring 2018
Reviewed every three years	Spring 2022
Next Review Due	Spring 2025

All education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum with the exception of swimming, where a contribution towards the cost of the transport is requested.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Directors/Trustees of the Symphony Learning Trust are responsible for determining the content of the policy and the Head teachers for implementation. Any determinations with respect to individual parents will be considered by the Head teachers in each school, if necessary in consultation with the Chair of the LGB.

Publication of Information

This policy will be published on each school website and on the Symphony Learning Trust website.

Charges

1. Residential Trips

If a school organises a residential visit in school time or mainly school time, which is to provide education directly related to the School's Curriculum, no charge is made for the education. However, charges will be made to cover the costs of board and lodging. If parents are experiencing financial difficulties they are invited to contact the school's Head teacher in confidence (see also the section on Remissions).

Please refer to the individual school annex, which has been agreed by the school's Local Governing Body, for further details relating to any particular academy within the trust.

1.1. What is a Residential Visit?

An activity counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. Each school day is normally divided into 2 sessions and each 24 hour period divided into 2 half days beginning at noon and midnight. On this basis a term time activity from noon on Wednesday to 9.00 pm on Sunday would last for 9 half days including 5 school sessions and would count as taking place in school time. An activity from noon on Thursday to 9.00 pm on Sunday would count as 7 half days, including 3 school sessions, and would be classified for charging as taking place outside school time. If 50% or more of a half day is spent on a residential activity this should be treated as the whole of that half day spent on the activity.

2. Music tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the School's Curriculum or a public examination syllabus being followed by the pupil. Children for whom the school receives Pupil Premium funding will not be charged the full amount for such tuition.

Please refer to the individual school annex, which has been agreed by the school's Local Governing Body, for further details relating to music tuition charges for any particular academy within the trust.

3. Activities Outside School Hours

No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

4. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the school's Head teacher, in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

5. Extra-Curricular and Before/After School Clubs

Clubs and activities provided by third parties and/or outside of the school day will be chargeable. Children for whom the school receives Pupil Premium funding will be offered such activities at a reduced rate.

Please refer to the individual school annex, which has been agreed by the school's Local Governing Body, for further details relating to extra-curricular and before/after school Clubs for any particular academy within the trust.

6. Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the School's Curriculum. We do not ask for a voluntary contribution towards Pool Hire because we are providing lessons as part of the School's Curriculum (see DfE - Charging for school activities - Departmental advice for governing bodies, school leaders, school staff and local authorities - October 2014.) We inform parents when these lessons are to take place.

Please refer to the individual school annex, which has been agreed by the school's Local Governing Body, for further details relating to swimming charges for any particular academy within the trust.

7. Lettings

Where an individual school makes its facilities available to outside users, this will be at a charge of at least the cost of providing the facilities. A scale of charges for such activities is determined annually by the Local Governing Body and forms part of our separate Lettings' policy

8. Other charges

The Head teacher or Governing Body of an individual school may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

Remissions

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging may be remitted in full upon written request.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Employment and Support Allowance Income Based
- Child Tax Credit, provided the annual taxable income, as assessed by the Inland Revenue is not in excess of £16,190. Families who also receive an award of Working Tax Credit do not qualify to claim for FSM.
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Children who receive Income Support (IS) or Income Based Jobseekers Allowance in their own right are also entitled to receive FSM
- Working Tax Credit run-on paid for 4 weeks after qualification ends for working tax credit
- Universal Credit

Pupil Premium Funding

Please refer to the individual school annex, which has been agreed by the school's Local Governing Body, for further details relating to Pupil Premium expenditure for any particular academy within the trust.

Extended Services

Most schools in the Symphony Learning Trust provide extended services such as Breakfast Clubs and After-School Clubs (some also have Pre-School provision).

Please refer to the individual school annex, which has been agreed by the school's Local Governing Body, for further details relating to extended services for any particular academy within the trust.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the schools invite parents to make a contribution to cover the cost of the trip. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, they may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. However, no child will be taken on an educational visit without signed consent from the parent or carer with legal responsibility for the child. The intent of the legislation is that no pupil may be left out of an activity because his or her parents or carers cannot or will not make a contribution of any kind. It is possible, within the legislation, to fund pupils whose parents or carers will not make a voluntary contribution from funds raised through general fundraising.

If a charge is made for each pupil this should not exceed the actual cost for that pupil. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fundraising.

Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses (outside of school hours);
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events;
- Theatre companies visiting school;
- Workshops delivered by visiting companies;

Equality Statement

Across the Symphony Learning Trust, we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- gender;
- ethnicity; disability;
- religion or belief;
- sexual orientation;
- gender reassignment;
- age;
- civil partnerships;
- pregnancy or maternity.

The use of stereotypes under any of the above headings will always be challenged.

Inclusion

Through Aspiration, Innovation and Excellence, The Symphony Learning Trust schools are inclusive schools. We aim to make all pupils feel included in all of our activities by making our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations for all children.

Annex – Glen Hills Primary School – reviewed April 2023

Residential Trips

Children in all year groups are invited to go on residential trips. The costs of the trip include:-

- Accommodation
- Food
- Transport
- Insurance

The cost of school staff is not included. When we invite carers to support children who have special needs/ a disability, the carer will only be required to pay a contribution towards accommodation and food.

Pupil Premium/Free School Meals pupils pay a reduced rate to cover accommodation and food only.

After payment of an initial deposit, parents/carers will have the option of paying by instalments.

Music Tuition

Parents also have the option of paying for their child to learn to play an instrument of their choice during the school day (subject to tutor availability).

Extra-curricular

Most teacher-led before/after school short term clubs and activities are provided free of charge or have a nominal fee and are usually aimed at specific year groups.

The school will sometimes offer short term topic based clubs run by external providers, for which there may be a charge. Occasionally, these will be subsidised by the school and targeted pupil premium children will pay a reduced rate.

Parents may be asked to make voluntary contributions towards special events and visits outside of school to cover transport and venue costs.

Swimming

Parents may be asked to contribute towards the cost of hiring the local swimming pool and any necessary transport.

Pupil Premium

Please see Glen Hills Primary School's website for details of Pupil Premium spending and the impact it has on our pupils.

Extended Services

Please see the specific school website for details of Extended Services.

A number of schools with Symphony Learning Trust operate a breakfast club and afterschool care for children at the school, which is charged at cost. For further details of the costs of this provision, please visit the school's own website.

Some Symphony Learning Trust schools also operate a pre-school for children aged three to four years. Parents can use any of their funded hours to pay for sessions. In addition, parents can 'top-up' their hours and details of charges can be found in the Pre-School Policy. Please see the specific school website for more information.