

Glebe Academy

Charges and Remissions Policy



'Achieving Together'

Approved by the Governing Body of Glebe Academy

Chair of Governors: Mrs Kay Price

Date: October 2015

Reviewed: July 2018

Proposed Date of Future Review: July 2019

Policy Reviewed Annually

CHARGING AND REMISSIONS POLICY

Purpose of Policy

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

Relationship to other policies

The policy compliments the school's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of Principal, other staff and governors

The Principal, staff and governors will ensure that the following applies:

1) *No charges will be made for:*

- Education provided during school hours (including the supply of any materials, books 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.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

2) *Activities for which charges may be made*

- Activities outside school hours – Non-residential activities (*other than those listed in point 1 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 – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged the full rate for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in point 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.
- Additional nursery provision beyond the statutory funded hours

3) Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income based jobseekers allowance
- Income support or Universal Credit
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension
- If their child/ren are eligible for Pupil Premium Funding

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

4) Additional considerations

The governing body 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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- 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.

5) Lost or Damaged Books

While the staff and governors are aware that accidents do happen, we ask parents to pay for the replacement of lost or damaged reading books, library books or journals at a rate of £3.00 per book.

6) Intention Damage to school property and/or equipment

Willful damage to school property and/or equipment will be charged to parents by the school.

Academy Pricing List 2018/19

Item purchase	Charge	Facility Charge	Charge
School Meal	£2.60 or £12.50 per week (Special menus may differ)	School Hall Hire	£30.00 per hour
Toast	30p per slice	Breakfast Club 07.30-08.30	£2.00 Inc. breakfast
Bottles water and boxed fruit juice	40p each	After School Clubs 14.45-15.45	£3.00 (hourly charge)
Single items of fruit	25p	Extended Afterschool Care 14.45-18.00 plus afterschool club	£9.00 per full afterschool care session
School Ties	£5.00	Nursery Afternoon Sessions standard charge	£30.00 per week or £6.00 per day
Hair Scrunchies	£3.00	Nursery Afternoon Sessions. Pupil Premium Pupils	£15.00 per week or £3.00 per day
Completion of Passport Forms (or similar)	£15.00 per form	Holiday Clubs	As per external provider charges
Swimming Caps	£3.00	Administration Fee for late booking of clubs or wraparound care will be applied on top of standard fees.	£1.75

30 hours free nursery sessions will be offered to all children who are entitled and registered to receive this government Monday to Friday 8.30 until 14.40 during normal school opening weeks. To check your eligibility go to: <https://childcare-support.tax.service.gov.uk/par/app/applynow>

School Uniform is available for collection at:

Trutex, 41 Weston Road, Meir, Stoke on Trent. 01782 310111.

sales@trutexmeir.com. Email orders and home delivery options are available.

Tesco online school uniform embroidery service:

https://www.tesco.com/direct/ues/?icid=schooluniform_stamp1_embroidereduniforms
and will be delivered to your home address for £3.00. Please allow 14 days for delivery.

7) *Recovery of outstanding fees and charges*

Recovery of unpaid/outstanding fees and charges incurred by parents accessing school services will be recovered in-line with our Debt Recovery for Parents Policy.

Signed Leadership, Finance and Facilities (LFF) Committee

Date: July 2018