



## Charging and Remissions Policy

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## **1. Introduction**

- 1.1. All education, provided during normal school hours, at Ryhope Infant School Academy is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group specialist tuition or bought in service e.g.: Peripatetic teachers.

## **2. Voluntary contributions**

- 2.1. When organising school trips or events to enrich the curriculum and the educational experience of the children, the academy invites parents to make a contribution towards the cost. All contributions are completely voluntary.
- 2.2. The academy heavily subsidises all school trips and events to enable all children to benefit from the enrichment and keep costs down for parents/carers. However, if we do not receive sufficient voluntary contributions, the trip/event may need to be cancelled.
- 2.3. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do not discriminate. We do still allow the child to participate fully in the trip/activity. These children are not treated any differently and if a trip/event goes ahead, it may include children whose parents have not made any contribution.
- 2.4. If after making a monetary contribution towards a trip/event, a child is absent due to illness, a refund can be requested for the cost of the entry fee. Unfortunately, a refund on the contribution towards the transport will not be received, as the initial coach cost is calculated on the number of pupils in the group and cannot be recalculated once parents have been given a set amount to contribute.
- 2.5. The following is a list of possible additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
  - Visits to museums;
  - Sporting activities which require transport expenses;
  - Outdoor adventure activities;
  - Visits to or by a theatre company;
  - School trips arranged to promote learning of a topic/theme;
  - Musical events

## **3. School Meals**

- 3.1. The academy does not charge for school meals where a child is eligible for free school meals or entitled to Universal Infant Free School Meals.
- 3.2. Children attending our Nursery provision are not entitled to claim for free school meals and are not eligible for Universal Infant Free School Meals and will therefore be charged.

## **4. Residential Visits**

- 4.1. In order to enhance the curriculum, the academy aims to provide varied opportunities, trips and visits for pupils to learn skills and promote independence beyond the classroom.
- 4.2. Occasionally, we may offer an overnight residential visit. These residential visits will be open to all pupils, however there is a cost to parents. The amount will vary according to the length of visit and parents/carers will be able to pay by an instalment.

## **5. Music Tuition**

- 5.1. All children will have the opportunity to study music as part of the curriculum and we do not charge for this. However, there is a charge for individual or small-group music tuition, as this is an additional curriculum activity, requested by parents and not part of the National Curriculum.
- 5.2. Individual or small-group lessons are taught by peripatetic music teachers and the charge made is to cover their fees. The academy does not make any profit from such charging.
- 5.3. No charge will be made if the tuition is provided to a child who is Cared for by a local authority.
- 5.4. Parents are given information about additional music tuition at the start of each academic year and each child may take up the opportunity if desired.

## **6. Swimming**

- 6.1. The academy organises swimming lessons for children in Key Stage 1. These take place during school time and are part of the National Curriculum. A small charge for this activity may be requested, to contribute towards the hire of the pool, instructor and transport. This charge is a fraction of the cost of private swimming lessons.
- 6.2. Parents will be informed in advance of when such lessons are to take place and we will seek parents' written permission for their child's participation.

## **7. Extra-Curricular Clubs**

- 7.1. A range of extra-curricular clubs are offered to pupils at the end of each school day. Such clubs are optional and cater for varied interests and ages, running from 3.15-4.30pm. The clubs are delivered by either staff or fully qualified coaches, employed by the academy.
- 7.2. There is a small charge of £3 per club per week and are available weekly depending on the activity. The charge is to cover the cost of coaches or instructors.

- 7.3. Refunds will not be given for any missed sessions, as the cost is calculated on the number of pupils in the group and cannot be recalculated once parents commit to the activity.

## **8. Damage to Property**

- 8.1. The academy will cover accidental breakages of school property. Deliberate, reckless, negligent or wilful acts, which result in breakage or damage to school property, will be charged for at an appropriate rate for replacement costs.
- 8.2. Where property belonging to a third party has been damaged by a child, and the academy has been charged, the academy may charge those responsible for some or all of the cost.

## **9. Refunds**

- 9.1. Refunds will not be processed automatically and must be requested through the academy office within 2 weeks of the trip, event or activity taking place.
- 9.2. Where a child is absent due to illness on the day of a trip, a refund can be requested for the cost of the entry fee. Unfortunately, a refund on the contribution towards the transport will not be received, as the initial coach cost is calculated on the number of pupils in the group and cannot be recalculated once parents have been given a set amount to contribute.
- 9.3. Refunds will not be given for any missed extra-curriculum clubs, as the cost is calculated on the number of pupils in the group and cannot be recalculated once parents commit to the activity.
- 9.4. All other requests for refunds will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.
- 9.5. Where refunds are approved, refunds will be processed via the original method of payment.
- 9.6. The academy reserves the right not to refund costs where a child is withdrawn from an activity by the academy on the basis of breach of the academy's behaviour policy.

## **10. Remissions**

- 10.1. Parents/carers who can prove they are in receipt of the following benefits may be exempt from paying certain costs (including the cost of board and lodging related to residential visits):
- Income Support
  - Income based Job-seekers Allowance
  - Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)

- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

## **11. Complaints**

11.1. Complaints regarding this policy or its application should be raised under the academy's usual complaints procedure.

## **12. Monitoring and Review**

12.1. This policy is reviewed by the Board of Trustees on a biennial basis or sooner where it is deemed necessary.