

Milton Primary Academy



MILTON PRIMARY
ACADEMY

Charges & Remissions Policy 2020-2021

MAT Policy updated:	2019	08.09.2020
Review Frequency:	Annually	Annually
Next review date:	2020	2021

Introduction

At Milton Primary Academy, we recognise the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs can make towards all aspects of a pupil's education. We foster an ethos of exploration and aim to provide meaningful lifelong learning experiences.

Aims

The Trustees wishes to promote and provide as far as possible enrichment activities as part of a broad and balanced curriculum. The aim of this policy is to identify areas where Milton Primary Academy applies charges or seeks financial contributions from parents in relation to its provision.

Policy Details

The Charging Policy informs staff and parents about charging for school activities. It conforms to the requirements of the guidance detailed in 'The Governors Handbook – March 2019', Clause 6.6.5 (Charging for Schools Activities) and in DfE guidance document 'Charging for school activities' last updated May 2018.

In accordance with these guidelines Milton Primary Academy **cannot** charge for:

- an admission application;
- education provided during school hours (including the supply of any materials, books, instruments 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 religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Milton Primary Academy and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- certain early years provision.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras include:

- education provided outside of school time that is not part of the national curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/Trustees have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. **Parental agreement** is therefore a necessary prerequisite for the provision of an optional extra where charges will be made and letters will always be sent out requesting agreement.

Voluntary Contribution to non-residential visits

Milton Primary Academy is committed to providing enrichment activities and considers Learning Outside the Classroom to be a priority and as such will offer a range of educational visits during school time.

Milton Primary Academy will ask for voluntary contributions towards all such educational trips and workshops. If the activity cannot be funded without voluntary contributions, the Trustees or Executive Headteacher will make this clear to parents at the outset.

Contributions are voluntary and if a parent cannot make or refuses to make a contribution, their children will not be treated any differently and will not be excluded from taking part in any activity.

A letter will be sent by the class teacher indicating the amount that the trip will cost divided by the amount of pupils attending and the amount will be added to Teachers to Parents. Any amount may be contributed but if sufficient contributions are not made for any individual trip, the school reserves the right to cancel the trip.

Up to two text messages will be sent to remind parents of the importance of contributions for each trip or activity.

Residential Visits in Years 5 & 6 – Remissions Policy

Schools **can** charge for board and lodging on visits including overnight stays.

If a parent is able to provide proof that they are in receipt of the following benefits then a remission may be available on the cost of the visit:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- the guaranteed element of State Pension Credit;
- Income-related Employment & Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2019/20);

- Universal Credit – if you apply after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If a child is eligible for Pupil Premium, the remission is also applicable or at the discretion of the Trustees and Executive Headteacher, a fully funded place may be available.

Each remission will be decided at the time of organising the trip and parents will be informed of the level of remission available.

Other Charges

- Milton Primary Academy may permit organisations to charge parents, where such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents choose for their children to join in the activity such as visiting theatre companies.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children (e.g. £2.50 to replace a lost or damaged reading diary).
- There is currently no charge for swimming and parents will be informed of their year group's arrangements.
- Areas of the school may be let out for community activities – please contact the office to discuss this
- The Trustees reserves the right to seek reparation from parents where their children cause breakages or damage to academy property.
- Certain Early Years Provision. Children aged 3 and 4 with a place in the Nursery may be eligible for 30 hours of free funding. Where only 15 hours funding is available and a parent wishes a child to have a full time place, there will be a charge for the afternoon provision which will be reviewed annually.
- Trips and lunches for Nursery children are to be paid for in full by parents.

Monitoring and Review

This policy will be reviewed annually or/and in light of any statutory or advisory changes.

Date agreed: 1st October 2020