



Holley Park Academy
Charging and Remissions Policy 2020

Agreed
By:

Mrs S Richards: Executive Headteacher

Mr D Dent: Chair of the Trust
Review date : Autumn 2021

Statement of intent

Holley Park Academy is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'
- 'Our Funding Agreement'

INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the academy Governing Body's Finance Committee.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the academy will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during academy hours. This includes the supply of any materials, books, instruments or other equipment.
- Nursery 15 hours
- Nursery 30 hours for those eligible parents with a valid code
- Education provided outside academy hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the academy, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum.
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the academy.

Voluntary contributions:

The academy may ask for voluntary contributions towards the cost of academy-time activities to assist with funding (e.g. academy trips), subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

EYFS Voluntary Contributions:

Parents of a child in EYFS (Early Years Foundation Stage) may be asked for an additional voluntary contribution of 50p per week to support with consumable materials used, e.g. play dough and cut and stick materials. It is also used to pay for food on 'Tasty Thursdays', 'Stay and Play' and sessions 'Messy Monday's'. Leftover funds are used to reduce costs of any trips and outings for children in EYFS.

Chargeable activities:

The academy may recover the full costs of the following activities, which may be provided directly or through commissioned services, but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside academy hours, which are not:
 - (a) Part of the National Curriculum.
 - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at academy.
 - (c) Part of religious education.

(Note: This includes before and after academy clubs run by the academy).

- School meals (KS2) if not qualified for free school meals (school meals may be withdrawn from any child whose parent is up to two weeks behind with payments. Parents will be asked to provide packed lunches).
- 15 hours Nursery education – if parents not eligible for the free 30 hours, but wish to have their child stay for the full 30 hours
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside academy hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the academy.
- Provision of instrumental and vocal tuition, which takes place during the academy day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- Breakfast Club and After School Club. Payment must be made at point of booking through our online service SchoolComms.

Individual requests for help from parents will be considered on an individual basis and help may be provided within the limits of the academy's budget at the Executive Headteacher's discretion. Complete confidentiality will be observed in all such matters.

Remissions Policy:

Vulnerable families will be supported with all costs on a needs basis.

If a child is absent from academy on the day of a planned visit, any entrance fees, less non-refundable deposits made, will be refunded.

Transport costs will not be refunded, nor tickets purchased in advance of the visit when the venue does not offer refunds, e.g. theatre tickets

Staff

- Teaching staff choosing to eat with the children during their own lunchtime will be entitled to receive a free school meal, on the understanding that they are also supervising those children around them
- Staff waiting until every child has eaten are welcome to purchase a school meal at a reduced cost: 50p per salad; £2 per main meal, £1 per dessert. If there is limited food left, they can pay a 50p contribution. These meals must be ordered and paid for on the same day as the order.
- Lunch staff supervising children during wet lunchtime, cannot sit and have a meal with children as they will need to supervise the class they are responsible for
- All staff are entitled to a free Christmas lunch and are invited to eat with their own class. Any support staff on duty during Christmas lunch will receive their free lunch at 1 o'clock.

This policy will be reviewed on an annual basis.

Failure to comply with this policy may result in disciplinary action.