



Wallington Primary Academy

Policies and Procedures

Charging and Remissions Policy

Date Adopted: 1 April 2018

This Review: n/a

Next Review: Spring 2021

This policy conforms to the charging arrangements as set out in the Education Act 1996.

The Governing Board recognises that the Act prohibits charges for school activities that take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

Educational Activities taking place during School Hours

'School Hours' are defined as those during which the school is in session, but excluding the midday break.

Education provided during school hours will be free of charge.

No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the national curriculum.

Voluntary contributions may be requested to enable the academy to run extra activities (including trips and visits) which are deemed educationally desirable. The academy will make it clear in its communications to parents that these contributions are voluntary, and that no pupil will be treated differently according to whether or not his or her parent/carer has contributed. If insufficient funds are collected to cover costs, activities may be cancelled.

Where a non-school organisation arranges an activity to take place during school hours and parents/carers give their consent to their son or daughter taking part in the activity, such an organisation may make a charge.

Educational Activities taking place outside School Hours

For all activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs
- Board and Lodging
- Entrance fees
- Insurance Costs
- Any materials required for the activity

- Incidental expenses
- Costs incurred as a result of teaching and non-teaching staff supervising the activity
- Incremental building costs

The charge should not subsidise any other pupil participating. Any remission of charges for individual students should be met from the Academy Budget. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

School Meals and Milk

Charges are made for school meals (unless a pupil is entitled to free school meals in which case it is the policy of the school to ensure that parents and carers are given advice on how to apply for free meals). Children in Reception, Year 1 and Year 2 also receive a free lunch funded by the Universal Infant Free School Meal programme.

Uniform

A variety of items, including sweatshirts, t-shirts, and book bags, bearing the school logo, are available for sale online. Some items may be available to purchase from the school. Some uniform items are compulsory and are detailed in the uniform policy.

Photographs

Individual and class photographs taken by the academy's appointed photographer or by the academy are offered for sale from time to time.

Individual Instrumental Tuition

Charges are raised by the peripatetic music teachers and must be paid directly to them.

Loss of or Damage to Academy Property

Loss of, damage to or breakage of academy property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Head of School/Head Teacher may decide.

Similarly a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy.

Other Charges

The academy may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing supporting evidence regarding visa applications, passports etc.

Voluntary Contributions

Parents/carers may be invited to make a financial contribution towards enrichment activities. Implementation of this will always be subject to Local Governing Board approval.

These funds will be used to:

1. support the cost of a school trip or other educational experience related to the curriculum
2. acquire educational resources and fixed assets or provide services which would otherwise be unaffordable from the academy budget.

It will be made clear in all correspondence to parents/carers inviting that such contributions are wholly voluntary.

Aviators Club (Breakfast, After School and Holiday Care)

The school will charge for before and after school care provided by Aviators Club. The current pricing structure for Play centre is attached at Appendix A.

The Resources Committee of the Governing Body will review the charges of the Play centre, generally in the Summer Term for implementation in September.

Late Collection of Children

Children that remain at school, uncollected, at the end of the school day will be taken to the Aviators Club and a charge made to the parents/carers for after school childcare in accordance with the Avaiators Club charges at the time.

Remission of Charges

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Head of School/Head Teacher.