



Mission Statement

"A Caring Christian Family Where We Grow Together"

CHARGING AND REMISSIONS PROCEDURE

Effective Date: 01/04/2017

Review Date: June 2025 Biennial

Review Date	Signed Head Teacher	Signed Director RCSAT
24/07/2018	<i>J. L. J. J. J.</i>	<i>P. J. B. B. B.</i>
20/09/2019	<i>J. L. J. J. J.</i>	<i>P. J. B. B. B.</i>
10/03/2021	<i>J. M. B. B. B.</i>	<i>P. J. B. B. B.</i>
21/11/2022	<i>J. M. B. B. B.</i>	<i>P. J. B. B. B.</i>
01/05/2023	<i>J. M. B. B. B.</i>	<i>P. J. B. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed: <i>P. J. B. B. B.</i>	Director RCSAT

Signed:	Executive Headteacher RCSAT
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Charging Policy

Introduction

This charging policy has been compiled in line with DFE requirements and in accordance with section 456 of the Education Act, 1996.

Implementing the Procedure

The education provided within the Rural Church Schools Academy Trust (RCSAT) will be free but on some occasions a voluntary contribution towards the cost of an activity may be requested by the School. Parents are free to decide whether or not to contribute. This policy sets out the principles which our schools will operate charges and remissions. RCSAT recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The School aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However, the School reserves the right to make a charge in the following circumstances for activities organised by the school. The School will from time to time, review and amend the categories of activity for which a charge may be made.

1.1. Responsibilities

- 1.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- 1.3. To facilitate this, the Executive Headteacher has designated named staff and governors to manage aspects of this procedure, including co-ordination, health and safety governance overview and daily checks on the conditions of the premises, reporting any issues to the Executive Headteacher.
- 1.4. The named persons are detailed in Appendix 1 of the procedure.

Arrangements for this Procedure

Voluntary Contributions

- 1) When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, it may be necessary to either subsidise or cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2) 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 aim to allow the child to participate fully in the trip or activity. Sometimes the school pays the additional costs in order to support the visit. Please see the Remissions section below.
- 3) The following is a list of additional activities organised by the school, where a request for voluntary contributions from parents will be made. Examples of the kind of activities for which a voluntary contribution will be requested are
 - Visits to museums
 - Educational visits which enhance the curriculum which require transport
 - Sporting activities, including swimming lessons which require transport expenses
 - Outdoor adventure activities
 - Visits to or by a theatre company

- School trips abroad
- Musical events

Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education provided. However, we do make a charge to cover the costs of activities, board and lodging and for transport. Parents who receive certain benefits or free school meals are not required to contribute towards the board and lodgings of residential trips but may wish to donate towards the travel costs and voluntary contributions may be requested.

Music Tuition

- 1) All children study music as part of the normal school curriculum. There is no charge for this.
- 2) Both individual and small group tuition is offered during school time for both music. This extra-curricular tuition is provided by external companies and any charges made are at the discretion of the provider.

School Uniform

School Uniform can be purchased from 'Badged' in line with our Uniform Policy.

A selection of pre-loved school uniform can be purchased from school for a small donation to school fund. Parents who are struggling to buy school uniform are encouraged to contact the school for support, see the remissions section below.

Swimming

At some stage, all children are provided with the opportunity to attend swimming lessons. These take place in school time and are part of the National Curriculum. We make no charge for this activity other than a voluntary contribution towards the costs of the transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Out of School Clubs

The school offers various extended day services, including school run breakfast, after school and holiday club, and other independently run after school club activities. A fee is payable for the sessions.

Free Early Education Entitlement 2, 3 and 4 Year Olds - School Maintained Nursery Only

Where our school offers Free Early Education Entitlement, the 15 or 30 hours eligible sessions will be provided free of charge. All additional sessions will be chargeable and payable by the parent. School meals are also chargeable.

3 and 4 Year Olds

All children are entitled to a free early education place starting the term after their third birthday. The entitlement is for 15 hours of free early learning care per week over term time (38 weeks a year), a total of 570 hours over the year. Children may also be eligible for an additional 15 hours, totalling 30 hours per week if their parents meet the criteria, further information on the link below.

<https://www.cheshireeast.gov.uk/livewell/looking-after-someone/childcare/free-early-education-fee-3-4yr-olds.aspx>

2 Year Olds

2 Year old children may be eligible to 15 hours of free early education entitlement, please see the link for more information and the criteria <https://www.cheshireeast.gov.uk/livewell/looking-after-someone/childcare/free-early-education-fee-2yr-old.aspx>

2 Year old children who are not eligible for the 15 hours free entitlement, the sessions are chargeable and payable by the parent. School meals are also chargeable.

Teacher Clubs

Our staff give up their time voluntarily to offer extra-curricular activities. There is no charge for these activities, although a small fee may be charged to cover resources/supplies.

Breakages and Fines

If a pupil is found to be responsible for causing wilful damage to or breakage of property or equipment (the school's or otherwise), the pupil's parents may be asked to meet the costs of any repairs or replacement in full. The defacement or loss of school books is included in this respect.

School Lettings

- 1) Parts of the school are available for individual letting as per the terms of the letting agreement. The school has adopted the letting charges as defined by the local authority for single lettings. A reduced community group rate may be charged dependent upon the classification of the letting group and the activity. The school has the right to refuse any request for letting that they believe is not in the best interest of the school.
- 2) Where the school is let on a more regular basis (eg daily or weekly) the school will agree a specific charge with the organisation in a written agreement.

Charging Principles

- 1) Parents have a right to know how each trip is funded. The school will provide this information on request.
- 2) The total cost of the trip or visit includes all reasonable costs required to ensure that the trip is both financially viable and can operate safely. Such costs could include additional teaching and/or support staff, volunteer, teacher or support staff's travel, board and lodging costs where required to support the visit.
- 3) The school will offer an instalment payment option for residential visits based upon set amounts being paid against a defined timescale. This information will be included in the initial letter to parents.
- 4) Any disabled child should not be financially disadvantaged in respect of a school trip or visit. Any additional costs should be funded from the main school budget and not be attributable to the individual trip/visit.

Cancellation Charges

- 1) Whenever parents are asked to make a voluntary contribution to school trips or visits, the contribution may be non-refundable if the child is unable to attend the activity. This will always be made clear to parents when requesting the contribution. Non-refundable contributions will apply when the school has to pay costs in advance of the trip or visit, such as pre-paid tickets or pre-booked transport.

- 2) When new community lettings are agreed, cancellation charges will be agreed with the community groups and written into the letting agreement.

Equal Opportunity

Refer to the school's Equal Opportunity policy.

Remissions

The School may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity on an individual basis such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Principal. Parents/carers may apply to the School for remission of charges in part towards the charges of activities.

Support is available for school trips and school uniform, with 90% of the cost up to a maximum of £300 per trip or claim.

To apply for this support a request for financial assistance claim form must be completed signed and return to the School, in an envelope marked confidential. The form can be found at the end of this procedure.

Parents who are in receipt of any of the benefits below could apply for a remission of charges;

- Universal Credit with no earned income or with net monthly earnings less than £616.67
- Income Support
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

In circumstances where the Principal agrees to remit any charges, the schools budget will be charged with the expense.



Rural Church Schools Academy Trust

Request for Financial Assistance for uniform and visits.

(In line with the Charging and Remissions Policy, 90% of the total cost can be applied for, up to a maximum of £300)

Please note that this form will be passed on the individual school's charity trust fund to be assessed. You will be informed of the outcome as soon as possible.

Child's name:

Child's class:

Are you in receipt of Free School Meals?	Yes
	No

What are you asking for assistance for?

What is the total cost?

Please explain why you need the financial assistance?

What is your contribution?

Any other information?

Please note that this process is entirely confidential for both parties. Please do not discuss this with other parents or guardians as we reserve the right to withdraw any support should confidentiality not be maintained.

Signed:
Date:



Appendix 1**RESPONSIBILITIES**

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher
Co-ordinator in School	Principal Bunbury Aldersey Principal St Oswald's Principal Warmingham
Governor	Finance Director
Daily checks	Business Manager

