

# Inspire Education Community Trust



Inspire Education Community Trust  
*Learning together and inspiring success*

## Charging and Remissions Policy

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Statutory	YES

# Charging and Remissions Policy

## 1. Admissions

There is no charge for admissions at any school in the Trust.

## 2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount. *The charge will be reviewed annually and in place for the new financial year.*

## 3. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

There is no charge for transport during school hours to school-organised activities.

**We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge).
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

## 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the school's basic curriculum for religious education.

### Optional extras

*The school may charge for optional extras. Optional extras are:*

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of religious education
- transport that is not taking the pupil to school or to other premises where the Trust has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

### The cost of optional extras

The executive headteacher will decide when it is necessary to charge for optional activities, *and the levels of charge will be set annually by the executive headteacher on the recommendation of the finance committee. The charges, when determined, will be available from the school office.*

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required

for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **7. Residential activities**

### **Our schools will not charge for:**

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

### **Our schools will charge for:**

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

## Travel

Charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

## Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

## 8. Music tuition within school hours

*Inspire Education Community Trust* follows government legislation that states that all education provided during school hours must be free; however, music tuition lessons are an exception to this rule.

**Charges may be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. *This includes instruments, music books and exam fees.*

*Inspire Education Community Trust is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.*

*There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.*

## 9. Extended services

*Inspire Education Community Trust* is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities. Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, *e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)*
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

### Breakfast Club

*Inspire Education Community Trust* provides a term-time only Breakfast Club service for 3-11 year olds.

Breakfast club (7:45am – 8:15am) charges are as follows:

Reception – Year 6: £5 per week

Nursery: £12.50 per week

Children will join the free breakfast club from 8:15am.

We also offer a free breakfast club with limited number of places for children in reception – year 6 from 8:15am. The Greggs Foundation supports with the cost of food for this.

## **NURSERY**

All 3 and 4-year-old children have an entitlement to 15 hours funded entitlement and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.

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Additional sessions over the 15 hours per week entitlement may be available but this is dependent upon the number of children who are attending for funded sessions and to whom priority will be given.

### **Self-funding for additional hours**

The additional 18.75 hours per week will cost £100 per week (until 3:30pm).

A second parental agreement will be required, and the additional sessions will only be guaranteed for the duration of 1 term with a new agreement being put into place each term to define requirements, again dependent upon availability

### **30 hours funded**

If a code is received from HMRC for 30 hours funded for working parents, parents should submit this with the form. In this case, parents will have to pay for any additional time beyond the 30 hours.

8:45am – 2:45pm every day (5 days per week): 30 hours per week

Parents can choose to pay for the time from 2:45pm – 3:30pm every day (5 days per week): £20 per week

Should parents' eligibility for the 30 hours funded change and are no longer eligible they should inform school as soon as possible; if a full-time place is still required agree to pay the charges outlined in this contract.

## **Lunch**

School dinners are available – please enquire with the school office for further information and charges.

Packed lunches may be provided by parents if preferred.

For information on free school meals, where applicable, please see the School Office.

## **Breakfast Club**

Provision is in place for nursery children to attend breakfast club from 7:45am; the charge for this is £12.50 per week.

From 8:15am children attend the free breakfast club.

## **Payment Procedures**

Parents should pay weekly in advance on ARBOR.

Late payment may incur additional charges (see Important Note and Late Payment Charges below) and non-payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

## **Non-Attendance or Cancellation**

There will be no refunds (full or part) for non-attendance of chargeable sessions.

Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Head of School basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Head of School.

### **Debts**

The school will remind parents if there are outstanding payments to be settled.

Following the reminder, if payments are not settled with the school within 30 days, the school will forward parent contact details to Bright Future Solutions Limited.

Once the school has forwarded the debt information to Bright Future Solutions Limited, parents/carers are no longer able to pay school directly – the debt must be cleared with Bright Future Solutions Limited.

## **10. Damage to property and breakages**

Where school property has been wilfully damaged by a pupil *or parent/carer* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. However, the school does not accept responsibility for belongings of pupils, parents, staff or visitors. These, if brought on to school premises by individuals, are at the owner's own risk.

Whether or not these charges will be made will be decided by the head of school and dependent on the situation.

## **11. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The executive headteacher and chair of the Trust Board will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Trust and the executive headteacher.

## **12. Voluntary contributions**

The *school* may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **13. Inability or unwillingness to pay**

*Inspire Education Community Trust* is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

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**This policy will be reviewed annually.**