



Minerva Primary Academy

Charging and Remissions Policy

Rationale

The Academy wishes to make explicit their policy for Charging for School Activities as required by provisions of the 1996 Education Act.

Purpose

- To ensure all families are aware of legal requirements when being asked for contributions for events, visits and visitors.
- To clarify which activities can be charged for at Minerva Primary Academy.
- To provide a broad and balanced curriculum as possible for pupils in and outside the school day.

Introduction

All education during school hours is free with the exception of individual or group music tuition. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

DfE guidance

We cannot charge for:

- 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 our 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- 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 school¹.

We can charge for:

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

School trips/visits and activities during in school time -voluntary contributions

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents and carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents and carers have a right to know how each individual trip is funded. The school provides this information on request.

The following is a list of additional activities sometimes organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities –sometimes involving transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

Parents and carers will be given reasonable advanced notice of proposed visits/ activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

If a parent/carer wishes their pupil to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the pupil to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

Accompanying adults' charges will be met from school funds.

Residential visits -charges

If the school organises a residential visit (please note that this is entirely at the school's discretion) in school time or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of transport, board and lodging. If parents are experiencing financial difficulty then they are invited to contact the Principal, Gemma Jackson or Academy Business Manager, Fiona Mallin. The school allocates funding for a number of places for children in receipt of Free School Meals for those parents who apply for support.

Parents and carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Visiting music teachers offer individual or small group music tuition at the school which is additional to the National Curriculum. We give parents information about availability of this facility at the start of each academic year and a charge is made for these lessons. Parents and carers who receive specific state benefits are exempt from charges for music tuition – details will be provided at the time that tuition is offered.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for associated transport costs. 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 and activities

The school offers a range of out-of-school clubs and reserves the right to charge for such sessions to cover the cost of provision where those activities are not directly aimed at providing educational benefit to pupils.

Minerva Primary Academy currently offers 3:15 club to KS2 children and we do not make a charge for this.

Breakfast club is available from 8.20 am to 8.45 am for Reception through to Year 6. All pupils have to pay for the items of food. The running of the club is funded by the Academy.

Loss of/ Damage to School Property

Parents and carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's poor behaviour. This includes loss or damage to home reading books.

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 are:

- education provided outside of school time that is not:

a) part of the curriculum;

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

c) part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

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.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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.

Free School Meals

All pupils on free schools meals are entitled to a packed lunch if they are going on a school visit which crosses over lunchtime.

Please speak to the Principal, Gemma Jackson, regarding your individual situation for consideration as to whether Pupil Premium funding can be used to fund, or partial fund, an additional activity or support. The use of Pupil Premium funding does need to have measurable impact on your child's achievement, and this will inform the decision making process.

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