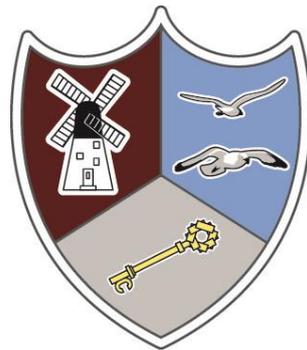




Proud to be a **Bright Futures** EDUCATIONAL TRUST school

Marion Primary Academy and Nursery



Working Together To Be The Best We Can Be

Charging & Remissions Policy

Reviewed by the Governing Body 5th April 2017

MARTON PRIMARY ACADEMY AND NURSERY CHARGING POLICY

“Working together to be the best we can be”

Introduction

At Marton Primary Academy and Nursery all education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

We aim to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences including visits and visitors. These take place both on and off the school site and are chosen to support the children’s learning and the school’s ethos. We aim to find a balance between maximising the number of these additional beneficial activities and minimising the financial burden on families.

The Education Act 1996 clarifies the activities for which charges can be made or voluntary contributions sought and gives schools the discretion to charge for optional activities, provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or after school hours. We aim to find a balance between maximising the number of these additional beneficial activities and minimising the financial burden on families.

Parents are encouraged to discuss with the Principal, in complete confidence, any concerns they may have with charging arrangements.

Purpose

In accordance with the Education Act 1996:

- To clarify the activities for which charges can be made or voluntary contributions sought.
- To ensure that activities offered in school time are available to all pupils regardless of their parents’ / carers’ ability or willingness to help meet the cost.

Voluntary Contributions on Educational School Visits

When organising educational trips or visits which enrich the curriculum and educational experience of the children, the Academy invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include

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children whose parents have not paid any contribution. We do not treat these children differently from any others.

As far as possible, the Academy's mini buses will be used to ensure the transport costs of all educational school trips and visits kept to a bare minimum.

The Academy will provide a breakdown of how trips and activities are funded should this be requested.

Residential Visits

The annual residential visit will take place over a weekend and is predominately during out of school hours. As such, the full cost of board, lodgings, activity and transport will be charged.

Academy staff attending do so on a voluntary basis and no charge is made to parents / carers for their services or for any residential costs incurred.

For families experiencing financial difficulties, school will endeavour to seek support with the costs from charitable trusts. However, this cannot be guaranteed. Parents who are experiencing financial difficulties are asked to speak / write in confidence to the Principal.

Swimming

The Academy organises swimming lessons for children in Key Stage 2, year groups are determined on an annual basis. These take place in school time and are part of the P.E. curriculum. The Academy undertakes to cover the cost of the pool hire, coaching and transport costs and, as such, we make no charge or request for voluntary contributions for this activity.

Music Tuition

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

There is a charge for individual or group music tuition provided by peripatetic teachers from the Blackpool Music Service, if this is not part of the music curriculum. If parents / carers are experiencing financial difficulty, they are invited to speak / write in confidence to the Principal. We give parents information about additional music tuition at the start of each academic year

Optional Extras

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

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events.

The Academy may ask for contributions, in cash or in kind, to the costs of materials / ingredients for subjects such as design or food technology.

Extra-Curricular Clubs

No charge is made for Extra-Curricular Clubs provided on a voluntary basis by academy staff. However, we may ask for a contribution towards the cost of materials and equipment.

Extra-Curricular Clubs provided by third parties will be chargeable were a cost to the Academy has been levied. If parents / carers are experiencing financial difficulty, they are invited to speak / write in confidence to the Principal.

Information about extra-curricular clubs at the start of each academic year.

Childcare (Breakfast and After school Club)

Parents are responsible for meeting full costs for childcare provided by the school or by a partner working with the school, including any transport costs for supervised transfer. These should be paid in advance of using the service.

Parents are advised that they may be eligible for financial support towards childcare costs e.g. through Working Tax Credits and/or for tax relief on childcare through their employer.

Fees for childcare are reviewed annually by the Principal and Governors.

Additional Nursery Hours

Parents are responsible for meeting full costs for additional Nursery hours provided by the school. These should be paid in advance of using the service.

Parents are advised that they may be eligible for financial support towards childcare costs e.g. through Working Tax Credits and/or for tax relief on childcare through their employer.

Fees for Nursery are reviewed annually by the Principal and Governors.

Reviewed by the Governing Body 5th April 2017

Damage / Loss to Property

In cases of wilful or malicious damage to school premises, furniture, equipment or materials or loss of school books on loan to children, the Principal in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

A charge will be levied in respect of wilful, malicious damage, or loss of property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been charged to the school.

Academy Lettings

The Academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Estates and Resources and form part of our separate Lettings Policy.

Income from Sales

Some goods are purchased through the Academy for the convenience of parents, children or teachers e.g. Book bags, school caps, etc. These will be sold at cost with no additional charge added for this service.

Some goods are be sold through the Academy with the intention of making a small profit which often takes the form of commission. Such goods include Book Fair sales and school photographs.

Income from Donations

Occasionally, the Academy will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used is explained clearly to parents and carers through the weekly newsletter.

Other charges

The Principal, Estates and Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying, private telephone calls etc. Information regarding any charges will be provided prior to the service being accessed.

This policy will be reviewed in Autumn Term 2020.

Reviewed by the Governing Body 5th April 2017

Signature of the Chair of Governors: *Trish Latimer*
Mrs Trish Latimer

Date: 5th April 2017

Signature of the Principal: *Ruth Coupe*
Mrs Ruth Coupe

Date: 5th April 2017