



West Norfolk  
Academies Trust

# **CHARGING & REMISSIONS POLICY**

**Reviewed by: Finance & General  
Purposes Committee**

**Approved: December 2021**

**Next review date: December 2023**

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## 1. Introduction

- 1.1 The Trustees recognise the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## 2. Charging

- 2.1 The Trustees reserves the right to make a charge in the following circumstances for activities organised by the School:

- **School trips and residential in school time:** the board and lodging element of the residential experience and outdoor pursuit courses;
- **Activities outside school hours:** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- **Materials:** the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
- **Acts of vandalism and negligence:** The Trustees reserve the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- **Examination fees:** if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
  - If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the School has paid an entry fee, the Trustees may seek to recover the fee from the parent.
  - There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the School.
- **Pre-school sessions:** Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. Charges for additional services such as trips will be agreed in advance with families. There is no charge for the following –
  - Cost of Meals and Snacks
  - Consumables

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables. The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the

difference between the amount received from the Local Authority and the current hourly rate.

We do not require a deposit, retainer fee, registration fee or late payment charge. However, if fees are unpaid we will follow our bad debt policy to recoup them.

All families will be issued an invoice termly unless the balance equals zero. The payment is due before the term ends.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Detailed receipts will be issued for all cash and cheque payments.

Guidance (please note: we are expecting further updated guidance shortly from DfE)

- Early years Entitlements: Operational Guidance For Local Authorities and Providers – **Dec 2020**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/979740/Early\\_years\\_entitlements\\_local\\_authority\\_funding\\_of\\_providers\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/979740/Early_years_entitlements_local_authority_funding_of_providers_FINAL.pdf)

### **3. Remissions**

- 3.1** Where the parent of a student is in receipt of qualifying state benefit(s), the Trustees will remit in full the cost of board and lodging for any Residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.
- 3.2** The Trustees may remit charges in full or in part to other parents after considering other specific hardship cases. The Trustees invite parents to make applications, via their schools learner support fund in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Trustees and in accordance with the Learner Support fund guidelines.

### **4. Insurance**

- 4.1** Any additional insurance costs will be included in charges made for trips or activities.

### **5. Voluntary contributions**

- 5.1** Nothing in this policy statement precludes the Trustees from inviting parents to make voluntary contributions.
- 5.2** Curriculum visits are any visit that takes place during school hours education, or that takes place outside school hours if its activities are 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;
- 5.3** Where less than 50% of the time spent on a visit falls during school hours, it is deemed to have taken place outside school hours.

- 5.4** Curriculum visits are funded through parental voluntary contribution. Parents are under no obligation to make any contribution toward curriculum visits. No child will be excluded from a curriculum trip or activity if a parent is unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a curriculum visit and/or the school cannot fund it from some other source, then the curriculum visit must be cancelled.

## **6. Monitoring, Evaluation and Review**

- 6.1** The Trustees will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.