



Innsworth Schools Partnership Charging and Remissions Policy

Ratified: February 2025

Review: February 2026

This policy should be read in conjunction with:

**School Debt Policy
Pupil Premium Strategy**

The schools wish to provide all its pupils with the best possible education opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the schools warmly endorse that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been, and will continue to be, dependent on financial support. The schools would find it impossible to maintain the quality and breadth of the educational programme it provides for its pupils without this. The schools' concern is to keep financial contributions to a reasonable minimum and to ensure, as far as possible, that all children are able to participate in all activities, irrespective of their circumstances.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

The law recognises that charges may be made to parents in certain defined circumstances provided that the schools have identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.

The Governing Body has decided that until further notice its policy will be as follows:

Day Visits

Educational visits occurring during school time: the school will invite a voluntary contribution from parents to meet costs. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

For visits outside school times parents will be charged for all allowable costs.* Charges may be waived or reduced for children whose parents make application to the Head Teacher.

Residential Visits

Residential Visits outside school time: parents will be charged for the full cost of the visit, including all allowable costs* and board and lodgings. Charges may be waived or reduced for children whose parents make application to the Head teacher, but trips may not go ahead unless there is sufficient interest and contribution.

* Allowable Costs include:

The pupil's travel and subsistence costs

ii) Materials, books, instruments and other equipment

iii) Non-teaching staff

iv) Costs of teaching staff where separately engaged under a contract for services for the visit or activity

v) Entrance fees to museums, castles, theatres etc

vi) Insurance costs

Instrumental Music on an individual basis

Any child receiving tuition by a peripatetic music teacher will pay for their lessons and the hire of the musical instruments. Pupils in receipt of Pupil Premium qualify for financial support from the school for both instrument hire and music lessons. Any other music activities during the day are currently free of charge to parents unless outside providers are employed.

Classroom Materials

No charge will be made for materials or equipment used for activities within the classroom. However, for certain practical activities, (technology, cookery etc) parents may be invited to provide materials or ingredients or make small financial contributions. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

School Meals

School Meals are provided for and charged by an external provider – Alliance in Partnership.

Breakfast Club

Breakfast Club is charged for with relevance to time.

At Innsworth, the early session starts at 7:30 am and is charged at £4 and from 8:00 am or after it is £3.00.

Children will be provided with a choice of breakfast items and activities until 8.30 where the Infant Children will walk to school and the Junior School go to class.

Payments are to be made at the point of booking and should be in place by the end of the proceeding Friday. Attendance is logged on School Money daily and if debts are outstanding then the Breakfast Club facility cannot be accessed until the account is cleared, unless a clear payment plan has been agreed. Childcare vouchers can also be used to pay for Breakfast Club by mutual agreement with the schools but must be submitted prior to use of the club.

The school has adopted a No Debt Policy where you must pay for breakfast up front and the account must be in credit at all times.

After School Clubs

Where after school clubs are external providers, the providers themselves will apply an appropriate charge. Where after school clubs are provided by staff, the school reserves the right to charge for materials and equipment.

The schools also run a daily After School Club to provide care for those parents that need this extended service. There are 3 available charges:

3:15 pm – 4:15 pm £4.00

4:15 pm – 5:30 pm £5.00 (this is used for care after other payable Clubs)

3:15 pm – 5:30 pm £9.00

The Partnership have a late fee for any parents/carers who are late collecting. The school will allow a few minutes buffer and has set the late fee at £2 for each completed 5 minutes over the collection time. This fee will be added to the School

Money account and is payable immediately. Payments are to be made at the point of booking and should be in place by the end of the proceeding Friday. Attendance is logged onto School Money daily and if debts are outstanding then the After School Club facility cannot be accessed until the account is cleared, unless a clear payment plan has been agreed.

Childcare vouchers can also be used to pay for After School Club by mutual agreement with the schools but must be submitted prior to use of the club.

The school has adopted a No Debt Policy where you must pay for After School Club up front and the account must be in credit at all times.

Outside Providers

Where external providers are employed by the school and paid either by the school or directly by parents/carers and a family wishes to cancel the provision, a notice period is applicable. This notice period is equivalent to four lessons.

Refunds

Refunds will be made in the following instances:

- Overpayment of more than £5.00 per pupil
- Pupils who withdraw from an activity due to medical reasons with supporting evidence
- Refunds will not be made where a deposit is required to secure a service

Policy Review

The Governors of the schools are required to keep their policy under review.

Pupil Premium

The school receives additional funding to support disadvantaged pupils of all abilities perform better. 'It is for the school to decide how Pupil Premium (PP) is spent, since they are best placed to assess what additional provision should be made for the individual pupils' DFE.

For children in receipt of PP, the school will help fund school trips, including assisting with the residential and funded Breakfast Club. Funding for trips does not include items such as 'Goody Bags'. You can find details in the school's Pupil Premium Strategy.