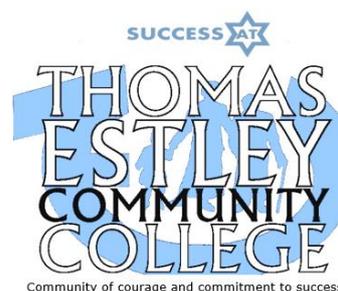


Success Academy Trust  
Thomas Estley Community College  
Charging and Remissions Policy  
(September 2017)



## Principle

As per the Academy Trust's Funding Agreement, the Trustees and Local Governing Board (LGB) understand it cannot charge parents and pupils for activities which take place when the school is in session, excluding breaks/middle of the day and except for musical instrument tuition where organized by the school. The Trustees and LGB recognise the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential trips and experiences of other environments, can make towards pupils' "all round educational experience and their personal and social development". If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum. Activities which are an essential part of the syllabus for an approved examination must be provided free.

## Practice and Provision - School

In accordance with the policy Thomas Estley (the College) therefore confirms that it will provide the following free of charge:

- 1 Books, materials, other equipment and transport during the school day to/from curriculum activities (ie not transport to and from school) for use in connection with education provided during statutory hours.
- 2 Essential protective equipment
- 3 Entry for a prescribed public examination, if the pupil has been prepared for it at the College
- 4 Examination re-sits, if the pupil is being prepared for the re-sits at the College
- 5 Materials, equipment and ingredients needed for practical subjects such as craft, design, technology and home economics. However, in view of the disproportionately high cost of providing materials and ingredients for these subjects, parents are asked to:
  - a) make a small, annual voluntary contribution to the cost of Art, Design and Technology materials in KS3 (Years 7-9). The contribution is re-assessed

annually and a discount applied for families in receipt of free school meals FSM (please see Remission criteria below) or where more than one child is currently at the College

- b) provide ingredients for food technology lessons if they wish to own the finished product.

Some additional items of equipment used to support pupils learning e.g. calculators, are available for sale in the College Library Shop.

With regard to music tuition and other optional educational activities and visits in statutory time, the Governing Body is not in a position to provide these free of charge. Whilst the Governors will allow pupils to attend on site music tuition from private music tutors during the school day, this arrangement is between the music tutor and the parents/carers directly and therefore no subsidy can be made by the school and parents/carers are billed directly by the music tutors.

With regard to school transport to and from school, whether a student is eligible for free transport or not is subject to the arrangements of Leicestershire County Council School Transport, details can be found at [www.leicestershire.gov.uk/education-and-children/schooltransport](http://www.leicestershire.gov.uk/education-and-children/schooltransport) Where school transport is taken, arrangements for replacement and purchase of any lost bus pass is with the transport company directly.

With regard to uniform subsidy, parents whose child is in receipt of Free School Meals (FSM) on the first day of entry into the College can claim a one off contribution to uniform costs of £60. Uniform and details of PE dress code can be found on our supplier's site at <http://www.yourschooluniform.com/schools/index/thomas-estley-community-college-11-14>

## **Remission Criteria**

The actual level of subsidy is set annually. For 2017/18 this will be 100% of ADT contributions and 100% of contributions to module activities (including module trips) for all pupils who are on the Free School Meals Register at the point of request or is a child of a parent in the armed forces.

Subsidies for other trips may be made of up to 30% of cost for pupils on the Free School Meals Register, but the subsidy would be reviewed on a trip by trip basis and made in light of budget constraints and the level of demand for remission. Remission for pupils in receipt of free school meals, against trips outside the requirements of the curriculum can not be guaranteed

For 2017/18 the annual contribution to ADT materials is £10 for the first child, £18 for 2 children or £23 for 3 or more children not on the FSM register

Whilst children of parents who have not voluntarily contributed to an optional activity or trip will not be treated differently, the LGB is not in a position financially to support other educational visits/activities in statutory hours. Such visits and activities therefore can only be organized and run with the support of contributions from parents. This includes trips and activities offered as part of the Modular Curriculum Programme. If there are insufficient voluntary contributions to fund the full cost of such a visit or activity, the visit or activity in question cannot go ahead. Trips and activities offered outside statutory school hours are not subject to any financial support.

Whilst trips are costed to breakeven, if once all associated costs are paid and the trip has a surplus of more than £5 per pupil, parents/carers will be refunded the surplus.

Any online balances on leaving (eg for dinner money) in excess of £5 will be refunded via chq or transferred to another sibling in the school. Where balances are below £5 and there is no other sibling in the school, parents can collect any outstanding balance below £5 from reception by 31 August in the leaving academic year. If not collected within this time frame any remaining balance will be deemed to be a contribution to school reserves.

Pupils will be asked to pay for lost books, lost bus passes and any damage they cause to academy property. The Governing Body reserves 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 pupil.

Pupils entitled to Free School Meals are allowed to take a meal at lunchtime to the value of £2.40 per day based on September 2017 rate. This is automatically credited to the pupils meal account on a daily basis. Any allowance not taken on the day is not transferable.

**Parents in receipt of one of the following may be entitled to claim for FSM for children in statutory education:**

Applications for FSM can be made by downloading application form from Leicestershire County Council website, or contacting reception for a form.

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

**Practice and Provision – Community/ Extended Services**

Pre School fees are reviewed annually by the Resources and Environment committee.

All 3 and 4 year olds and some 2 year olds are entitled to a certain amount of free early education and childcare. The following link provides further details of eligibility criteria: <https://www.leicestershire.gov.uk/education-and-children/early-years-and-childcare/free-early-education-and-childcare/free-childcare-places>

Any additional sessions have to be paid for. All sessions for academic year 2017/18 from September 2017 are £12.30 except parent and toddler session which is £2.90 per child (£1.30 for a second child). For families in receipt of income support or similar, see additional subsidy information below.

Breakfast club fees and After School Club fees are reviewed annually by the Resources and Environment committee.

All Breakfast Club sessions for academic year 2017/18 are £4.85 per session with any additional sibling in same session with a 10% discount (£4.35). Prices are subject to annual review.

All After School Club sessions for academic year 2017/18 are £10.60 per session with any additional sibling in same session given a 10% discount per session that both attend (£9.55). Prices are subject to annual review.

Discount of 30% will also apply for staff with parental responsibility who have children attending the College's preschool or out of school clubs.

Facility hire prices will have a 2% increase from 1 January 2018. Please see Lettings & Hire policy for further details. Facility/affiliated group rates are reviewed annually by the Resources and Environment committee with reference to their viability given their annual trading account activity. Staff are allowed 10% hire charge discount.

## **Monitoring, Evaluation and Review**

In view of local management arrangements, amendments are made to this policy on an annual basis. Further reductions from central/ local government funding sources may result in changes to collaborative arrangements with regard to charging policy. Next review date – June 2018.

## **Equality Monitoring**

Thomas Estley Community College's commitment to equality and diversity means that this policy, via an Equality Impact Assessment, has been screened in relation to the use of gender-neutral language, recognition of the needs of disabled people, promotion of the positive duty in relation to race, age, disability and avoidance of stereotypes.

Based on the Equality Impact Assessment findings, this policy is judged to be of low impact against the equality strands of Race, Gender, Religion, Disability Sexual Orientation and Age. A copy of the Equality Impact Assessment of this policy is available from the Principal's PA.

This Policy is available in alternative formats on request. If you think we can improve the fairness of this Policy, please contact the individual who has responsibility for its update.