



# CHARGING AND REMISSIONS POLICY

## DEFINITIONS

The following terms shall have the following meanings for the purposes of this document:

**the School** means Clifton All Saints Academy

## INTRODUCTION

The School seeks to provide a broad and balanced curriculum for all pupils. It endorses the principles of the 1988 Education Act in maintaining the right to free education for all children. However, the act allows the School to request voluntary contributions to broaden children's educational experience. No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the trip or activity may have to be cancelled. If a parent is unable to pay, their child will be given an equal chance to go on the visit or take part in the activity through discussion with the headteacher where part payments or staged payments will be discussed.

## THE AIM

The aim of this policy is to outline the procedures for charges made by the School to pupils for supplies or services. It also outlines eligibility for remission of charges.

## SCHOOL MEALS

The School can provide a cooked school meal for any pupil attending the School. Meals are currently free for all pupils in Reception and Key Stage 1 under the Government's Universal Free School Meals scheme. For pupils in Key Stage 2, prices are set and parents book and pay online directly to the School. Parents are expected to settle their lunch account at the end of each week. For parents who do not settle their children's lunch accounts weekly reminders will be sent to settle the debt. Lunch accounts that have occurred a debt of £50 will be suspended and parents will be asked to provide their child with a packed lunch.

All parents can apply for free school meals if they receive Income Support, Income based Job Seekers Allowance or Child tax Credit (as long as they are not receiving Working Tax Credit and their annual income is below the threshold). For those children in Reception and Key Stage 1, this will make no difference as meals are currently free for them, but for parents of children in Key Stage 2, it will entitle them to a free cooked meal every day at school.

## SCHOOL VISITS

For visits out or visitors to the School occurring during school time, the Headteacher will request a voluntary contribution from parents to meet the cost for the activity. Every effort will be made to keep these costs reasonable however they must cover the cost of the

activity. Where voluntary contributions are insufficient to cover the cost involved, the visit or visitor may be cancelled. If a child is eligible for Pupil Premium, the cost of the visit or visitor can be met or partly met through the additional funding that is received by the School through the Pupil Premium Grant.

## **RESIDENTIAL TRIPS OUTSIDE SCHOOL TIME**

Parents will be charged for the full cost of the trip/visit before the visit goes ahead. Parents will be given the option to make staged payments for the cost of the residential. If the child is eligible for Pupil Premium, the cost of the residential trip can be met or partly met through the additional funding that is received by the School through the Pupil Premium Grant.

## **INSTRUMENTAL TUITION**

Independent Music Teachers will provide children with the opportunity to have instrumental tuition during the School day. The teachers will invoice and collect payment directly and parents are expected to cover the full cost. If a child is eligible for Pupil Premium, the cost of the tuition can be met or partly met through the additional funding that is received by the School through the Pupil Premium Grant. If parents have not covered the full cost of lessons within the invoice period then music teachers reserve the right to withdraw tuition.

## **EXTRA-CURRICULAR CLUBS**

Some clubs incur a charge which is payable in full by the parents. Some clubs are provided by outside agencies and so payment is made directly with them. Other clubs are provided by the School's staff and usually require a minimal charge to cover administration costs, or the provision of materials. If a child is eligible for Pupil Premium, the cost of the club can be met or partly met through the additional funding that is received by the School through the Pupil Premium Grant.

## **Late Collection Fees**

A charge will be made to parents who are persistently late collecting their child at the end of the school day.

## **CLASSROOM MATERIALS**

No charge is made for materials or equipment.

## **LOSS OR DAMAGE TO SCHOOL PROPERTY**

Parents of a pupil who damages or loses any item of School property or equipment are liable for costs of repair or replacement.

## **PRE-SCHOOL**

Morning, afternoon and lunchtime sessions within the pre-school are chargeable. Fees can be paid via invoice, tax free childcare top-up or through the government funded hours initiative. Invoices for fees are sent at the start of each half term. The Academy reserves the right to suspend a pre-school place should fees not be paid. Places will be re-instated when full payment has been made.

## **OTHER CHARGES**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. providing a copy of a document.

## **REMISSIONS**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits as highlighted above will be offered at no charge or at a reduced charge, at the discretion of the Headteacher.

## **POLICY REVIEW**

The Trustee Board of the Academy is responsible for ensuring review of this policy and for reporting back to the Local Authority if required.

**Signed Headteacher:**  
**(Becky Byrne)**



**Signed Chair of  
Governors:**  
**(Milton Guffogg)**



**Date Policy agreed:** FAR Committee Meeting 11<sup>th</sup> February 2025

**Date of Next Review:** Spring 2026