

ROSEACRE PRIMARY ACADEMY



Ethos Statement

This policy reflects our academy's ethos, which recognises, celebrates and welcomes diversity. This policy ensures fairness and equality, regardless of age, disability, religion, gender, sexual orientation, ethnicity, attainment or background.

Rationale

At Roseacre Primary Academy all education during academy hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary contributions

When organising academy trips or visits to 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 trip. If a trip goes ahead, it may include children whose parents have not paid any contribution; we do not treat these children differently from any others.

If a parent wishes their child to take part in a academy trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the academy pays additional costs in order to support the visit.

Parents have a right to know how each trip is funded. The academy provides this information on request.

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;
- academy trips abroad;
- musical events.

Residential visits

If the academy organises a residential visit, in mainly academy time, which is to provide education directly related to the National Curriculum statutory RE, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging.

For residential trips that are not essential to the National Curriculum or statutory RE, a charge will be levied up to the full cost of the trip including contingency and administrative costs.

This charging policy has been compiled in line with DfE requirements and in accordance with Section 457 of the Education Act, 1996.

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Educational visits are funded through parents paying online via Parent Pay system. If a child's parents/carers do not use the Parent Pay system, it is possible to make cash payment via pay point stores.

Music tuition

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

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

The academy organises swimming lessons for all children in Key Stage 2. These take place in academy time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Extra-curricular activities that are organised by a qualified coach and run privately from curriculum provision attract a charge. Payment is made directly between the coach and the parent/carer.

Transport to Sporting Activities

We normally charge children if they are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

Catering

The Academy has a catering contract. The Academy administers one system through a secure system: Parent Pay. This is an online system that enables parents to pay money into an account via a username and password, and is administered by Parent Pay. Payments from Parent Pay are paid directly into the catering company's bank account.

Children who are entitled to free school meals due to benefit entitlement, or are eligible for Pupil Premium Grant, will have their accounts credited by our internal systems and Finance Team.

Children who receive Universal Infant Free School Meals will have their account automatically credited by the academy's internal systems and Finance Team.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of academy property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

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Charging Policy 2016 – 2018

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A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the academy. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Remissions Policy

The Headteacher, Resources Committee or Governing Body may remit in full or part charges in respect of a child, if it feels it is reasonable in the circumstances.

The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Other charges

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

Success Criteria

The evaluation of this policy is based on the Academy levying a fair cost against the additional services it provides and applying a fair and consistent approach to late or non-payments.

This policy will be kept electronically on the 'Shared Drive'. A paper master copy will be held by the Headteacher. Parents will be informed of the policy on occasional newsletters and on the academy web site.

This policy will be reviewed in autumn term 2018 by the Senior Management Team of Roseacre Primary Academy

Signed: *Mrs A Penn* Academy Business Manager

Signed:  Headteacher

Reviewed by: Mrs Carroll, Mr Hickey, Ms Logan & Miss Walker

Date adopted: 31st October 2016

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