



THE DELAMERE
C of E ACADEMY

THE DELAMERE ACADEMY CHARGING, REMISSIONS AND PAYMENT POLICY

At Delamere C of E Primary Academy, we are proud to deliver a rich and creative learning experience that enables the children to fulfill their potential. Our vision puts children first. As a Christian School, we aim for all children to be successful, independent learners and effective decision makers. We value the individual and are committed to an inclusive education promoting respect for all, working in partnership with governors, parents and the local community.

Safeguarding - See School Safeguarding Policy. All staff have appropriate child protection and safeguarding training with the Head of School and the Assistant Head as designated leads responsible for monitoring safeguarding issues in school. We actively encourage our children to use modern technology to the fullest of its potential. In this school we believe that the best protection from the dangers that can exist around online safety is to develop pupil's awareness through our teaching and their learning. All staff have had PREVENT training and are aware of the dangers that can exist to children's well-being in its many forms.

The emotional health and wellbeing of all members of Delamere C of E Academy (including staff, pupils, parents and carers) is fundamental to our philosophy and ethos 'valuing everyone, caring for each other, achieving excellence'.



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Purpose and background

The Delamere CE Primary Academy wishes to make its broad programme of activities accessible to as many pupils as possible. As a Church school our policy aims to promote mutually shared respect, operating in a culture that teaches Christian values of peace, care and love. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

Policy objectives

Charging: No pupil should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Voluntary Contributions: Where a charge cannot be made (as is often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions.

Remissions: The school will apply the statutory minimum remissions to any charges that they make. However, no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute. **In the case of particular need, remission outside these parameters will be at the absolute discretion of the Principal.**

Liability for personal property: The school does not accept liability for any items of personal property lost or damaged in school, **although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Principal.**

Payments: The school will expect payments to be made using the school Eezee trip payments system. Each payment request will provide a preferred date of payment completion and will state if it is a voluntary contribution..



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Management of policy

Staff: This policy is implemented and managed by the Head of School

Academy Trust: The Finance Committee reviews this policy on a regular basis and recommends amendments to the Governing Body for final decision.

Approval: Approved by the Academy Trust, September 2012. Reviewed 2013 and yearly September 2014, 15, 16, 17, 19, 20- Next Review September 2021

Practice and procedures

Organizers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions:

Charging

It is not *normally* possible to charge for activities which are AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination

Where a charge **is allowed** (see below), it may not exceed the cost that can be apportioned to the pupil's participation. If the cost of the chargeable element of an activity is expected to exceed the sum of the charges received, then the organizer should ensure funds to balance are available by reference to the Head of School.

The school can make a charge where the law permits it. For example:

- Activities that take place during lunch breaks, before or after school.
- The cost of board and lodging for all residential activities.
- Musical instrument tuition for pupils in groups, if the teaching is not an essential part of either the national curriculum or a public examination syllabus.
- The services of a non-school organization employed during school hours.
- Materials used in the production of an article where the pupil's parent has indicated in advance that he/she wishes the article to be owned by the pupil. (NB: where a parent declines to offer to pay for materials used in the production of an article where otherwise it would be expected that the pupil's parent would have indicated in advance that he/she wishes the article to be owned by the pupil, then the pupil shall undertake the exercise but not be allowed possession of the article on completion. The school will also charge for the following provisions:
 - School meals for pupils in Year 3 to Year 6 if they are not entitled to free school meals
 - WAC Club.



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Voluntary contributions

These may be asked for, but this must be done in line with the stated objectives of this policy. Organizers of activities may ask for voluntary contributions to cover the costs of:

- travel
- materials, books and equipment
- teaching costs including supply cover
- associated administrative and support staff costs
- tickets and entrance fees.

The organizer is expected to have constructed a balanced budget in advance. When arranging an activity, the voluntary contribution requested may be set to cover the direct cost per pupil, fixed overhead costs and, where appropriate, an allowance for a contingency.

When writing to parents, the benefit and educational aims of the activity must be described along with any risks associated. A request for voluntary contributions must make it clear that:

- there is no obligation to make a contribution
- no pupil will be treated differently or not allowed to participate according to whether a contribution has been made
- It may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

Payments

All parents are provided with a copy of the Charging, Remissions and Payments Policy when their child joins the school.

The Academy does not accept cash payments and all voluntary payments or payments in relation to activities that take place in school or services provided in school are to be made through the school Eezee Trip payment system (with the exception of Childcare vouchers for WAC Club which are paid directly to the school bank account). All payments will be invoiced to parents on Eezee Trip in advance with the exception of variable costs for school meals and WAC Club at the end of the month. The Eezee Trip system clearly shows parents which items are still to be paid for and dates by which payments should be completed.

All chargeable services will be requested via the Eezee Trip payment system with a 7-day window payment window. If, for whatever reason you cannot pay the school money you owe, it is your responsibility to inform the school as soon as possible or these additional services may be withdrawn.