



Threemilestone School

TMS Charging Policy

Ratified: 16th May 2023
Next Review Date: May 2024

Safeguarding

Threemilestone School is committed to safeguarding and promoting the welfare of all children. We expect all our team members to share this commitment.

Author Steagle Dated 17/5/23

Headteacher Steagle Dated 17/5/23

Chair of Governing Body [Signature] Dated 17/5/23

Introduction

We want every child to participate fully in all available school activities.

Aims

The aim of this policy is to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Responsibilities

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a Committee, an individual Governor or the Headteacher.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

Our staff are responsible for:

- Implementing the Charging and Remissions Policy consistently.
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the Policy applies.

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

Publication of Information

A copy of this Policy will be available for parents/carers to view on the school website or from the school office.

Charges for Residential Trips

All residential trips will be optional. If the school organises a residential trip in school time, or mainly in school time, charges will be levied to cover the full charge of board, lodging and transport, plus additional costs for specific activities. Parents/Carers who are experiencing financial hardship are invited to write in confidence to the Headteacher. Children who are entitled to Pupil Premium funding have a 50% discount.

Charges will not be increased to cover the costs of those pupils who are unable to pay.

Music Tuition

All children study music as part of the National Curriculum and no charges are made for this with the exception of the Cornwall Music Service Trust Ensemble Classroom Support mentioned below.

Private individual and/or group lessons are available through peripatetic teachers and Music Cornwall Service Trust.

Parents/Carers are invoiced directly by the peripatetic teachers and Music Cornwall Service Trust for tuition.

The school has a number of brass instruments which were partly purchased by the Threemilestone School PTFA as part of the Wider Opportunities Programme. There may be opportunities for weekly brass tuition with Cornwall Music Service Trust under their Ensemble Classroom Support. The instruments are rented to the children free of charge for this purpose, and a small donation is requested from parents/carers to cover the cost of tuition. Parents/carers who are experiencing financial hardship are invited to write in confidence to the Headteacher.

Parents/Carers have to sign a hire agreement which includes a clause for payment for damage to the instrument.

The brass tuition may be cancelled if insufficient donations are received.

Extra Curricular Activities

Most of our extra-curricular clubs are provided by our staff, free of charge. A contribution will sometimes be requested towards ingredients or materials for certain activities. These charges will be identified in advance. Parents/carers who are experiencing financial hardship are invited to write in confidence to the Headteacher. Ability to pay will not be a factor when allocating places.

Breakfast/After School Clubs – Shells, Pebbles and Bibbles

Payment for the breakfast and/or after school club is required monthly in advance via ParentPay or e-vouchers only. If the parent/carer does not pay in advance the child is not able to attend. Please refer to the Childcare Provision (Pebbles & Shells) Policy.

Remissions

If the parent/carer of a child is in receipt of Pupil Premium, they will be entitled to 50% reduction of the cost of any residential trip. Parents/carers who are experiencing financial hardship are invited to write in confidence to the Headteacher.

Voluntary Contributions

When organising school educational visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary; however, a return slip is sent out to parents/carers asking them if they are willing to pay. If the parents/carers confirm that they are willing to pay, then this is deemed a commitment to pay and will be requested to pay by text or email. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from others. Sometimes the school will part-fund trips in order to make them accessible to all. Cost of the trips and information on the eligibility for the hardship fund is available upon request.

The voluntary contribution requested will not include an amount to cover the costs of those pupils who are unable to pay.

The following is a list of activities organised by the school which require voluntary contributions from parents/carers. These activities are known as “optional extras”. This list is not exhaustive.

- Visits to museums
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Sporting events (transport costs)
- Visiting theatre groups/authors

Swimming

We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a voluntary contribution is requested to cover transport costs. The costs associated with the swimming lessons (i.e. hire of pool and instructors) are covered by the school budget.

The voluntary contribution requested will not include an amount to cover the costs of those children who are unable to pay.

In year 6, there is an additional opportunity for swimming and life-saving. As this is In addition to the National Curriculum, we ask parents/carers for a minimum contribution to cover the cost of pool hire and teacher.

Charges for ingredients, materials and equipment

For DT projects, the school will either provide any ingredients, materials and equipment needed for the delivery of the project, ask parents/carers to provide the materials for their child or request a nominal contribution from the parents/carers. The nominal payment is sometimes requested where the item produced is to be consumed or taken home.

Charges for breakages/damage

The Governing Body have agreed that parents/carers may be asked to pay for any deliberate damage to property or equipment caused by their child.

Recovery of unpaid charges

Sums payable by parents/carers are recoverable as civil debts. Please refer to the Debt Recovery Procedures Policy.