

# DOVE FEDERATION

## CHARGING POLICY 2018

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As legislated by the Education Format 1988 the School Governors for the Dove Federation are required to determine and publish a charging and remission policy.

The School Governors anticipate that it may be necessary from time to time to amend the policy but if so then parents will be notified accordingly.

### **1. Introduction**

All the education that the Dove Federation provides during normal school hours is at no charge to pupils. The Dove Federation does not charge for any activity undertaken as part of the National Curriculum with the acceptance of some individual of small-group tuition and in relation to the following:

- 1.1. Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of not more than four pupils.
- 1.2. Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles
- 1.3. Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school
- 1.4. Board and lodgings: board and lodgings will be charged in all cases where a school activity involves pupils in nights away from home

### **2. Activities outside school hours**

- 2.1. A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by parents.
- 2.2. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity

### **3. Residential Trips**

- 3.1. Residential trips outside of normal school hours – a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.
- 3.2. If we cannot raise sufficient funding through contributions the visit may be cancelled and those aspects of the curriculum would have to be covered in other ways.
- 3.3. Due consideration will be taken in cases of hardship (if the parent approaches the Federation).

### **4. Public Examinations**

- 4.1. Charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards

## **5. Remission of Charges**

- 5.1. Only parents who are in receipt of Income Support, Working Families Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for the remission of charges
- 5.2. Remission of charges only applies to board and lodgings charges, which are levied directly by the Federation and where they relate to activities, deemed to take place wholly or partly in school hours
- 5.3. Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for the public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education. Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head Teacher

## **6. Refunds Policy**

- 6.1. The full contribution to an activity will be refunded if a child is absent due to illness
- 6.2. If a trip has to be cancelled parental contributions will be refunded
- 6.3. If contributions to an activity exceed the total cost of a refund will be given, if excess is over £3.00 per child
- 6.4. Excess income less than £3.00 per child will be paid into the school fund account
- 6.5. Excess of expenditure will be funded by school fund
- 6.6. Pupils in receipt of Pupil Premium will receive a 50% reduction in the cost of trips and visits. The same reduction will apply to Forces children who have opted in as part of their expenditure options

## **7. Breakfast Club**

- 7.1. Charges per child for attending Breakfast Club are as follows:
  - 7.1.1. £2.00 per session from 8.00am, £1.50 per session from 8.15am plus £2.00 for breakfast, which is optional
- 7.2. Charges may be reduced in respect of children who are attending whose parents are in receipt of free school meals, Income Support, Income Based Job Seekers Allowance, Income Related Employment and Support Allowance, Support under Part 6 of the Immigration and Asylum Act 1999, the guaranteed part of the State Pension or Child Tax Credit, provided that are also entitled to Working Tax Credit and where the total annual taxable income is below £16,190.00
- 7.3. Any variation to the above charges will be at the discretion of the Head Teacher

## **8. Damage to School Property**

- 8.1. The Governors will expect the parents to replace or purchase lost items of school property
- 8.2. The Governors will require parents of child wilfully damaging school properties or buildings to pay for the damage caused.

Reviewed: November 2018

Ratified: November 2018

Next Review Date: November 2019