The Winterton Federation
Charging and Remissions Policy

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Name of responsible Committee/individual:	Governing Board
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Targeted audience:	Governing Board/Parents/Carers/Staff
Related documents: All federation policies referred to are available on the federation website: https://thewintertonfederation.co.uk If English is not your first language, and you require assistance/translation, please contact the Junior school office.	DfE Charging for School Activities, May 2018
Strategic alignment:	1.5 Objective: Ensure that the federation is inclusive, equal and equitable for all stakeholders

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At The Winterton Federation we endeavour to nurture unique individuals in a happy, safe, respectful and inclusive environment, where everyone is inspired to be the best they can be throughout their journey of life.

" Let your light shine so others may see your good deeds" Matthew 5:16

Aims
The aim of this policy is to set out what charges should be levied for school activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents/carers.

Our Charging and Remissions Policy provides parents/carers with a clear overview of chargeable and non-chargeable activities which take place both on and off site; either classed as curriculum or 'out of school' activities.

Responsibilities
The governing board of The Winterton Federation is responsible for determining the content of the policy and the Executive Headteacher for its implementation. Any decisions with respect to individual parents/carers is considered by the Executive Headteacher.

The governing board ensure that all site users have their own safeguarding procedures in place and that all staff are aware of the content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

Prohibition of Charges
In line with DfE guidance, Charging for School Activities, May 2018, the federation will not charge for any of the following:

- Education provided wholly or mainly during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the federation, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, if the tuition is required as part of the national curriculum, unless the tuition is provided at the request of the pupil's parents/carers;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the federation;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the federation.

In general, we are not permitted to charge for activities (including resources required to take part in those activities) during school hours. In addition, we are not permitted to charge for activities outside normal school hours, if the activity is deemed to be part of the national curriculum. There are some exceptions, described below as 'optional extras'.

Optional Extras

Charges cannot exceed the actual cost of providing the optional extra or board and lodging. The federation may charge for any of the following:

- Where the activity takes part predominately out of school hours and is not part of the national curriculum; for example, our annual residential visit to Robinwood. The cost of all board and lodging, transport to and from the venue, is chargeable;
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra. Parents/ carers may also be asked to pay additional costs for repairs to an instrument when the damage has been caused by mis-use or neglect;
- Out of school clubs where the instructor is not employed by the federation;
- Additional nursery sessions over and above the 15 hours flexible free entitlement will be made available to parents/carers wishing to increase the number of hours their child attends nursery who are not entitled to the extended hours provision. Our Nursery Charging Policy sets out the terms and conditions for parents wishing to take up additional chargeable hours. Parents wishing to take up the flexible free entitlement only, will not be disadvantaged by this policy;
- Where materials/ingredients are used during craft or cookery activities, which are not part of the national curriculum, i.e., lunchtime or after school clubs, parents may be charged at cost if the completed product is to be taken home;
- We provide a breakfast club facility and parents are charged a fee to access it. The federation ensures that the fees are similar to the charges made by other providers.

Voluntary Contributions

Where educational visits and activities take place during normal school hours, parents/ carers are invited to make a voluntary contribution towards the cost. The charge is inclusive of all entrance fees, and activities undertaken as part of the visit. Where the educational activity takes place on school premises then the costs include all fees of visiting artists, performers or workshop leaders and any materials required. The suggested voluntary contribution is calculated by dividing the total cost by the number of pupils within scope of participating.

If insufficient voluntary contributions are received, then the federation may be obliged to cancel the visit. It must be noted that there is no compulsion on the part of any parent/carer to make such voluntary contributions. Children are not disadvantaged or penalised if parents are not able to contribute towards visits.

When planning educational visits, the federation staff take into account value for money and the overall benefit of attendance. Every effort is made to ensure all visits represent value for money.

Charges are made for renting or leasing part of either federation school premises or use of equipment. A schedule of charges for individual activities currently provided on or around either federation school site is available on request.