



Two Rivers Federation

Charging and Remissions Policy

This policy is monitored by the governing body, and will be reviewed annually, or earlier if necessary.

Agreed by Governors: June 2023

Review Date: June 2024

As a federation, we feel that it's important to add enhancement and enrichment to our pupils' learning experience through various activities both on and off school sites. We believe these opportunities should be inclusive to all pupils, regardless of parental or carer's financial situation.

The majority of education during School hours is free to pupils, but where a charge applies to school or parents/carers, we will always seek the best value for money and consider barriers which may prevent a pupil from being able to participate.

Within the Federation, we do not charge for an activity undertaken as part of the National Curriculum, we may apply a charge to cover transport for enrichment activity or other associated costs.

This policy sets out where a charge maybe applicable and where remissions may apply. For the purpose of this policy, a school day is from start of morning session to the end of afternoon session as detailed on the school website.

Activities where a charge may apply include:

- Residential trips (not applicable where this is a requirement of National Curriculum)
- Preschool/Nursery care (outside of funded hours, where a parent/carer has requested)
- Child Care Services (including breakfast and after school club)
- School Meals (not applicable for Reception, Year 1 or Year 2 pupils or those eligible for Free School Meals)
- Trips/Visits/Workshops or Guest Speakers
- Additional tuition (where a parent/carer has requested)
- Any music and vocal tuition (where a parent/carer has requested). *This is likely to be a private arrangement directly between parent/carer and music provider.*
- Any materials, books, instruments, or equipment (where it's allocated to a specific child who owns them, eg artwork or specialist equipment).

Where a charge applies:

- All payments can be made via SchoolMoney/Eduspot within the deadline. Other payment methods are available upon request through School office.
- Parental agreement will be obtained via SchoolMoney/Eduspot or supporting letter if required.
- The Federation will charge to cover the cost of the activity and not to make a profit.
- The cost will be divided equally between all pupils. Attending pupils will not be subsidising those who cannot/do not wish to pay.
- If a booked space is no longer required for our **Child Care Services** (breakfast and/or after school clubs), please cancel to make available for others. The Federation requires a minimum of 24 hours notice to cancel, otherwise full cost will apply.

Preschool/Nursery only

- If a child is absent through illness or holiday please notify the School as soon as possible via telephone. Leaving an answerphone message if required. Any non funded hours will be charged at 50% of the hourly rate. Funded hours may still be claimed. In cases of long term illness of 7 days and more, parent/carer must communicate with the school. A child's place will be kept open and a discussion will take place about fees.
- We request that all charges are settled in full on due date given.
 - For Preschool and Child Care Services – these must be settled before the end of each half term.
- If a child is due to change attendance sessions or leave Preschool/Nursery, we require a minimum of 4 weeks notice in writing. This can be sent via email or in writing.
- If a family is facing financial difficulties, we encourage you to discuss any concerns about payment at your earliest convenience. This will be dealt with sensitively and in strict confidence.

Remissions (applies to Residential Trips, Day Trips and Visits):

- Families who meet the eligibility criteria for pupil premium funding may apply for up to 50% remission of fees. For a request form, please contact the school office via email.
- Any request for remission will be dealt with in strict confidence and directed to the Executive Headteacher or Business School Officer.

Voluntary Contributions:

In addition to activities where charges apply, and in order to offer a wide variety of enrichment activities to our pupils, we may seek a voluntary contribution from parents/carers.

Where the Federation emphasises the voluntary nature, but parents/carers cannot pay, these pupils will not be treated any differently to those who do pay.

If the activity cannot go ahead without voluntary contributions, this will be highlighted from the outset. If insufficient funds or number of pupils sign up, the activity may be cancelled.

Loss or damage to School property:

Where a pupil/group of pupils willfully damage school property, equipment or resources, the Federation will have no choice but to pass the cost of repair or replacement to that parent/carer(s).

Calculating charges and refunds:

Where a deposit is applicable, the Federation default position is that all deposits are non-refundable. However, where activities have been cancelled and no costs have been incurred, we will endeavour to refund.

Where charges are made for an activity, whether during or outside of the school day, they will be based on the actual costs incurred divided by the number of pupils participating. There will be no levy on those who can pay to support those who can't or won't pay.

Some larger residential trips require additional Federation resources, a charge of up to 2.5% for administration may be applied.

Charges may be made for teaching either an individual pupil or groups of an appropriate size, where additional tuition and resources have been requested by parent/carer. Charges may only be made if the teaching is not an essential part of either the National Curriculum.

Where a charge provides a surplus of in excess of £5 per pupil, this will be refunded.

Refunds will be applied in the method by which they were received.

Other considerations

Where possible, the Federation will provide a list of upcoming trips, visits and guest speakers with notice for parents to plan ahead.

We acknowledge that financial circumstances change. Where a family maybe facing financial difficulties in managing outstanding fees, we encourage parents/carers to make the school aware as soon as possible and we can agree a payment plan.

If payment is still not forthcoming after reminders, this will be escalated to the Executive Headteacher and prompt a formal letter requesting payment by a given date. Please note, this may result in the Federation having to withdraw the activity or service being provided. For example, having to provide own packed lunch, no attendance on trip/visit or no further childcare service or Preschool/Nursery® attendance.

If all attempts to recover the debt are unsuccessful, the Federation will have no choice but to refer, the parent/carer to Devon County Council Client Support, who will take appropriate measures to recover the arrears.

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