



Pegasus Academy Trust charging and remissions policy

1. Introduction

- 1.1** We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out The Pegasus Academy Trust's approach to charging and remissions, and is informed by statutory guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.
- 1.2** This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

2 Paying for school meals

- 2.2** No charge will be made for pupils entitled to free school meals.
- 2.2** We will charge all pupils not entitled to free school meals an amount determined by the Directors of The Academy Trust.

3. Activities for pupils that take place during school hours

- 3.1** No charge will be made for activities provided during school hours (with the exception of music tuition – see section 7). A parental contribution may be requested in certain circumstances.
- 3.2** No charge will be made for transport during school hours e.g. to swimming. 'School hours' are those when school is actually in session - 8:45am – 3:30pm.
- 3.3** Design and food technology. If the school finds it necessary to charge for ingredients or materials, the finished product will belong to the parents/guardians. This only applies to extraordinary 'one off' items (for instance undertaken as part of a visiting workshop) and not those items made when following the Trust's normal schemes of work.

4. Activities for pupils that take place outside school hours (excluding residential – see section 6)

- 4.1** No charge will be made for an activity that takes place outside school hours when it is:
- a) a necessary part of the curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- 4.2** **Optional extras.** We may charge for some other activities that take place outside school hours – e.g. clubs. The Executive Headteachers will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Executive Headteachers by the finance committee of the board of Directors.

4.3 Where we make a charge, the total collected will not exceed the cost of providing the activity (i.e. activities are provided at 'cost') and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating. Where there is a shortfall due to remissions the Executive Headteachers will make the decision to either:

- a) cancel the activity or
- b) subsidise the activity from school funds (usually from pupil premium element of school funding).

4.4 Costs we can legally recover are as follows:

- a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- b) non-teaching staff;
- c) any materials, books, instruments or equipment provided in connection with the optional extra;
- d) transport to an activity outside school hours.

5. Activities that take place partly during school hours either on or off site

5.1 Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 3.

5.2 If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 4.

6. Residentials

6.1 Board and lodging. We will charge pupils an amount up to the full cost of board and lodging for residential trips whether they are classified as taking place within or outside school hours EXCEPT where pupils are entitled to remission. In such cases no charge will be made for board and lodging – although a parental contribution may be sought (see section 11 for details of entitlement to remissions). No paying pupil will be required to subsidise the cost of board and lodging for non-paying pupils – see 4.3.

6.2 Travel. If the residential is within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought. Where the residential is classified as being outside school hours, a charge may be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils – see 4.3).

6.3 Activities on residential. No charge can legally be made for the educational activities provided, although a parental contribution may be sought.

6.4 A concession is made for twins/triplets attending a residential. These children will be charged up to 66% of the full cost of board and lodgings.

7. Music tuition within school hours

- 7.1** No charge will be made for programmes in which the whole class engages with the programmes of work used by the Trust. This includes instrument hire, music books etc. although a refundable deposit may be required if children take instruments home. This is repayable upon their safe return.
- 7.2** No charge will be made for instrumental and vocal tuition within school hours for those entitled to remissions (including instrument hire, music books etc.).
- 7.3** We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Head of School and the Executive Headteachers and may vary depending on size of group, length of lesson and type of instrument.
- 7.4** Where we make a charge for instrumental and vocal tuition within school hours we will make remissions or concessions for pupils as defined in section 11 of this policy as well as in certain other circumstances (e.g. for twins) in order to ensure specialist music tuition is accessible and affordable for all children.

8. Childcare (Pegasus children's club)

- 8.1** We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Directors, and in accordance with any requirements set by the local authority where it is subsidising the provision.

9. Damage to property and breakages

- 9.1** We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head of School.
- 9.2** We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head of School.

10. Admission to events (productions, fetes etc.)

- 10.1** Where events take place in school time (see 3.2) there will be no charge for events although a parental contribution may be requested.
- 10.2** Where events take place out of school time a charge may be made to cover costs. Pricing for these events will be set at the lowest possible level and there will be reductions for children. The Directors of The Pegasus Academy Trust do not seek to make a profit from these events.

11. Remissions and concessions

- 11.1** 'Remissions' means no charge is applied, 'concessions' means a reduced fee is applied.
- 11.2** We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible.

11.3 Those normally defined as eligible for remissions or concessions are:

- a) Pupils entitled to free school meals (FSM);
- b) Pupils 'Looked after' by a local authority
- c) Pupils for whom the pupil premium grant is paid (concessions)

11.4 The Executive Headteachers may choose to subsidise, in full or part, charges for certain activities and pupils, as advised by the Head of School on a case by case basis.

12. Parental contributions

12.1 We may in certain circumstances invite parents to make a parental contribution towards activities that are exempt from charging.

12.2 Where we do ask for contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

12.3 If an activity cannot go ahead without sufficient parental contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

13. Online payment systems and emergency transaction costs

13.1 In 2016 the Pegasus Academy Trust moved to online cashless systems for all payments due. These include payments for our 'Wraparound' care run by the Pegasus Children's Club, payments for activity clubs and payments for trips and school dinners. In nearly all cases this has worked well and parents or carers use their own debit or credit cards to make payments.

13.2 In a very small number of cases parents have refused to register on our online systems. In these cases they will not have access to after school, breakfast club or activity provision as these are out of school extra-curricular activities that require payment as at section [4] and [8] above. The same applies to school meals as at section [2] and in those cases the parent or carer would be expected to provide a packed lunch for their child. However, in order that these children can access trips the Trust MAY, at the discretion of each Head of School, use a school 'Pockit' card so that the parent or carer may pay for a single trip or make a contribution in cash. This is not the preferred method, causes extra administration and the parent will receive less information as the online systems will not be available to them

13.3 In cases where an individual school chooses to allow this the card makes a charge for the transaction to be processed. In 2017 this fee was 99p per transaction and this will be added to the cash charge as the correct cost for making this choice. The Trust strongly advises all parents and carers to register with our online payment systems using their own e-mail address, in order to avoid paying such charges.

14. Monitoring and review

14.1 According to the Education Act 1996 The Directors are free to determine when this policy will be reviewed and they will do so as required and necessary.

14.2 Monitoring of this policy is by the Executive Headteachers of The Pegasus Academy Trust and the finance committee of the Board of Directors