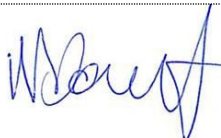




Charging and Remissions Policy

November 2016

Signed (Chair of the Local Governing Body):	
Date:	October 2016
Date of Review:	November 2016

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis.

Charging Policy

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the schools and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 programme of Instrumental and Vocal Tuition (Wider Opportunities);
- instrumental and vocal tuition for children in care;
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at school.

Voluntary Contributions

The Trust may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled.

Chargeable activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
 - part of the National Curriculum;
 - part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
 - part of religious education;
- board and lodgings on residential visits (subject to remission arrangements);
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours;
- cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school;
- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers;
- day care facilities.

Remissions Policy

- There will be no charge for board and lodgings for pupils whose parents are receiving income support, income-based job seekers allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Late fees for afterschool club

- There will be a charge of £5, if your child is not collected from school at 3.15pm. Your child will be placed automatically in afterschool club.
- If the parent/carer is late in collecting their child after 6pm, then the parent/carer is expected to make contact with the school. If the parent has made contact - from 6.05pm the school will charge a fee of £5 per child for every 30 minutes late. The parent/carer will be expected to make payment immediately upon collection of the child.

SELWYN INFORMATION SHEET

Starting time: 8.55am

Finishing time: 3.25pm

Breakfast Club: 7.30am to 8.45am

- £2.50 per day/per child (includes 3 items of breakfast)

Tea-Time Club: 3.30pm to 6.00pm

- £9.50 per day/per child (includes a snack)

3.30pm to 4.30pm

- £5.00 per day/per child

School Dinner (Halal Meat):

- £2.16 /per day £10.80 /per week

Uniform:

- White polo-shirt
- Navy jumper/cardigan
- Navy trousers/skirt/pinafore
- Black school shoes (no trainers)

P.E. Uniform:

- White Plain T-shirt
- Dark coloured (Navy blue, black, grey) shorts
- Plimsolls or trainers

If you wish, you can purchase the following items from the school office:

- Jumper with school logo £10.00
- Fleece with school logo £13.00
- Polo Shirt £7.00
- School Book Bag £6.00
- PE Bag £4.00