

Charging and Remissions Policy 2024- 2025

Dove CE Academy



Last reviewed	September 2024
Reviewed by	J Brian
Approved by	J.Gill
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Policy owner	Dove CE Academy
Location	School Website

The aim of this policy is to set out what charges will be levied for activities at Dove CE Academy, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Charging and Remissions 2023 – 2024 Dove Ce Academy, Rocester adopts the Charges and Remissions Policy of Staffordshire University Academies Trust (SUAT) and the full policy may be viewed at

<https://www.suatrust.co.uk/documents-policies/>

The local charges for Dove CE Academy, Rocester are as follows:

(a) School Meals

Children in Years R, 1 and 2 are entitled to a free school meal each day provided by Edwards and Wards and funded by the government Universal Infant Free School Meals scheme. Children in Years 3 and 4 will be charged £2.95 per day for any meals taken during term time. All families of children in Years R to Year 4 are encouraged to check their entitlement to a free school meal based on economic grounds. This can be checked via the Staffordshire County Council website:

[Overview - Free school meals - Staffordshire County Council](#)

(b) Breakages and replacements as a result of damages caused wilfully or negligently by pupils.

A charge may be made for the cost of or towards replacement at the discretion of the Headteacher and the Local Academy Council.

(c) Extra-curricular activities and school clubs

No charge will be made for school run after school activities and clubs. A charge may be levied by external providers of extra-curricular clubs. The provider will set their own fees.

(d) Charges for materials or ingredients where pupils wish to have the finished product

No charge but may be subsidised by FOD (Friends of Dove).

(e) Letting of the school premises or grounds

The schools wish to promote the use of its facilities within and for the benefit of pupils and families from the local community. Therefore, if the school is approached by an outside provider wishing to organise activities during the school holidays mainly for participation of pupils from Ryecroft and/or Dove and/or its

feeder schools, then a fee of £55 per session (morning or afternoon) will be charged.

Rooms may be available for use by other schools, Uttoxeter Learning Trust or Staffordshire University Academy Trust for meetings and training events. There will be no charge made for use of the room in these circumstances. If a request is received to use a classroom/school hall for other training sessions/meetings where there is a budget for the venue, then a charge of £15 per hour will be made for use during the normal school day.

Football clubs wishing to hire the playing fields will be charged as follows:

Monday – Friday £20.00 per hour

Monday – Friday £50.00 per day

Saturday – Sunday £25.00 per hour

Saturday – Sunday £75.00 per day

Charges for any other lettings not falling into any of the above categories would be charged at the discretion of the Headteacher and/or office manager.

Charges may be waived if there is a reciprocal arrangement in place which will benefit the pupils of the school and if this is the case, then an additional clause will be inserted on the lettings agreement forms.

Letting charges for other types of use (business or commercial):
£55 per hour.

The Hirer is required to provide evidence to prove they hold adequate third party insurance cover. Failure to do so will result in the agreement being revoked.

(f) Extended school care activities such as breakfast club, after school club, holiday clubs Dove Hub Club charges during term time as follows:

7.30-8.40am – £4.50 including breakfast

After school club:

3.20-4.30pm - £5.50 including a light snack

3.20 -5.30pm - £9.00 including a light snack and a light tea.

Failure to pay for sessions will result in an additional late payment fee of £10 if not paid within two weeks.

Late collections after 5.30pm you will incur a £5:00 charge for each 15mins you are overdue. The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/children are picked up late from the After School Club.

From January 2025 an optional extended hours will be offered from 5.30pm to 6.00pm and charged at £5

(g) Nursery

Nursery charges for sessions in excess of the 15 hours of Nursery Education Funding or the 30 hours working parent funding (during term time):

- The morning session runs from 8.45-11.45 at a cost of £14.00 per session
- The afternoon session runs from 12.15-3.15 at a cost of £14.00 per session
- Nursery is Term Time Only. It will be closed during the holidays, including bank holidays and INSET days. No charge will be made for these sessions.
- Lunch provision is available daily, from 11.45-12.15 at the cost of £2.50 per session. A packed lunch needs to be provided or a school dinner can be order and charged in-line with our charging policy.

(h) Remissions

Children in receipt of free school meals who attract Pupil Premium funding (not Universal Infant Free School Meals) may be offered a reduction in fees determined by the Headteacher and Local Academy Council.

(i) Voluntary Contribution

Parents will be invited to make a voluntary contribution for school visits taking place during school hours. The request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

* The contribution is genuinely voluntary and a parent is under no obligation to pay;

and

*Registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request. The costs of any optional extras undertaken by any pupil whose parents/guardians are unable to pay will not be included in the charge to other pupils and will be funded page through the delegated budget or other fundraising. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher

(j) Music Lessons

Music lessons will be offered to parents and charged on a termly basis. The cost will be based on the number of children per group.