



Helping people living in extraordinary circumstances to live ordinary lives

# Kingsley Learning Foundation Trust

## Charging and Remissions Policy 2024-2026

Chairperson's signature:

Approved by SLG: **Red Kite & Kingsley**  
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## 1. Aims

To allow parents and carers to understand the circumstances in which the school might seek money from them.  
To ensure there is clarity and consistency in the administration of the school's finances  
Comply with our legal obligations

## 2. Admissions

There is no charge for admissions.

## 3. School meals

There is no charge for children who are entitled to free school meals (FSM) or universal infant free school meals (UIFSM).

**Kingsley Academy** pupils who are not entitled to free school meals can purchase school meals from the school's catering provider - current pricing is available on their website.

**Red Kite Academy** pupils who are not entitled to free school meals can purchase school meals from the school's catering service - current pricing is available on the *School Money* ordering platform.

## 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours.

There is no charge for transport during school hours to school-organised activities.

### The school may charge for:

- snack
- optional extras (**section 6**)
- music or vocal tuition (**section 9**).

## 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

## 6.. Optional extras

The school may charge for optional extras. Optional extras are:

- education provided outside of school time that is **not** part of the National Curriculum

- transport that is not taking the pupil to school or to other premises where the local authority or Trust has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit.

### **The cost of optional extras**

The school's Head teacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set by the Head teacher or Business/Finance Manager on a case by case basis.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 13**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **7. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 5**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 4**.

### **8. Residential activities**

**The schools will not charge for:**

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place 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 school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- Residential activities that take place during school hours.

**The schools will charge for:**

**Board and lodging** - When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The school will charge anything up to the full

cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The

charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **Activities**

The school may charge for residential activities that fall **outside** of school hours (**see section 6**).

## **9. Music tuition within school hours**

The school follows government legislation that states that all education provided during school hours must be free; however, music tuition is an exception to this rule.

**When applicable charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

## **10. Extended services**

The Trust is dedicated to providing a well-rounded and extensive education for all students which includes a wide range of extra-curricular activities (extended services). Extended services enable the schools to provide:

- high-quality learning opportunities either side of the school day
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

### **Extended Schools Current Offer**

- After School Club
- Play Scheme (school holiday club)
- School on-site '*Residential*'

Because of the high staffing ratios the charges to parents are a fraction of the total cost, the remainder of the cost is covered by Pupil Premium funding and the school's revenue budget. The parental charge is to cover resources, activities and outings.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **11. Damage to property and breakages**

Where school property has been wilfully damaged by a student the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head teacher and dependent on the situation.

## 12. Remissions and concessions

The schools will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under the Immigration, Asylum Act 2006
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head teacher and chair of Trustees will authorise the remission of charges.

The schools may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Board of Trustees and Head teachers.

## 13. Voluntary contributions

The schools may ask for voluntary contributions for general funds and/or to fund activities that will enrich pupils' education. In any case, where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## 14. Inability or unwillingness to pay

The Trust is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## 15. Tables of Charges

Table of Charges – Kingsley Special Academy		
Item	Amount	Review Date
Snack	£6 per term	Autumn 2024
After School Club	£8.00 per session	Autumn 2024
Play Scheme	£20.00 per session	Autumn 2024

Table of Charges – Red Kite Special Academy		
Item	Amount	Review Date

Snack	£1 per week (£38 for the year)	Autumn 2024
After School Club	£8.00 per session	Autumn 2024
Play Scheme	£20.00 per session	Autumn 2024