



**Colne Engaine**  
Church of England  
Primary School  
*Making a Difference*



Diocese of Chelmsford Vine Schools Trust

# The Diocese of Chelmsford

## Vine Schools Trust

### Charging and Remissions Policy

*Adopted and personalised by*

*Colne Engaine Primary School*

*Spring 2019*

This policy is a model policy that must be reviewed and customised by each Vine Academy.

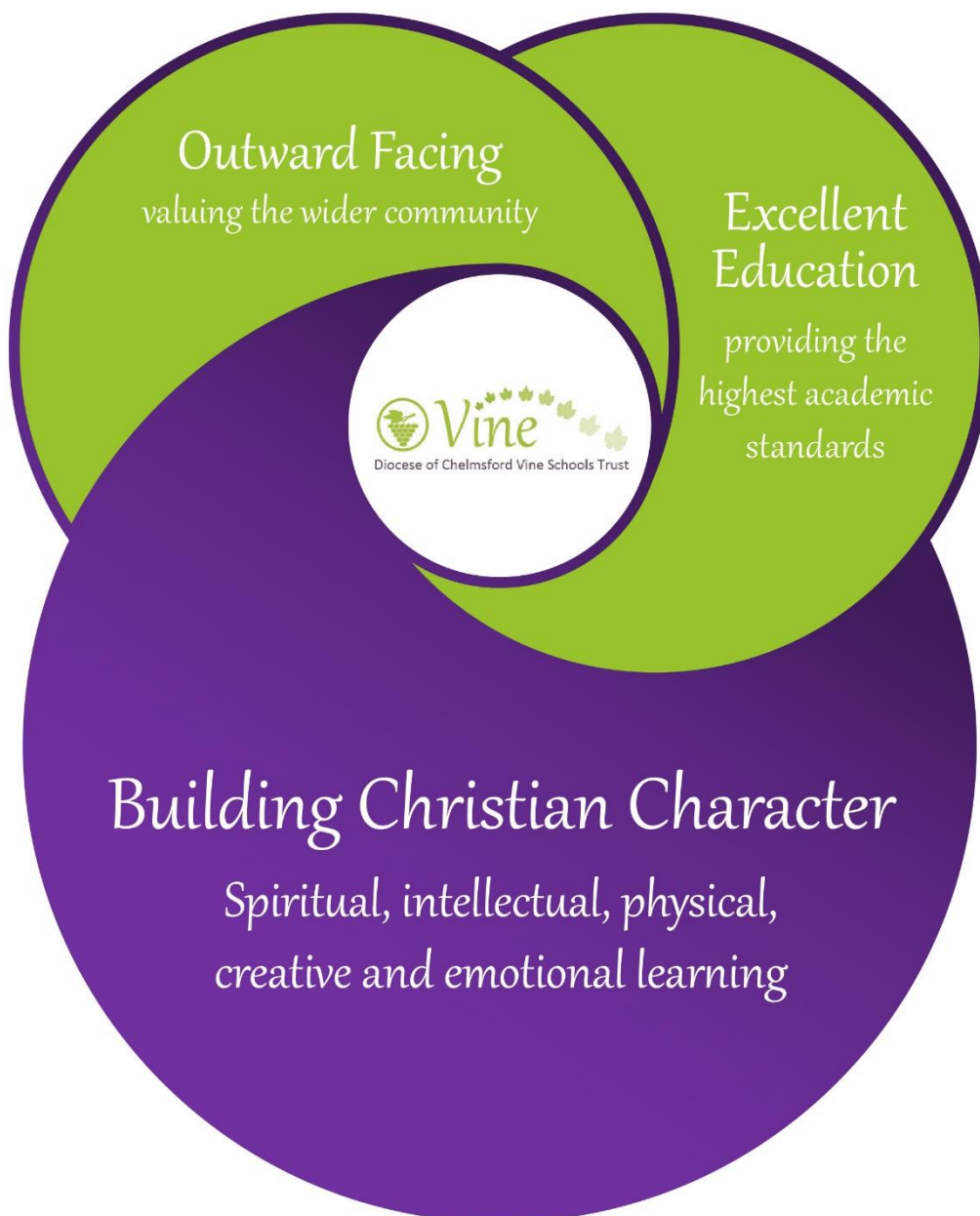
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|---|------------------------|
| <b>The Diocese of Chelmsford Vine Schools Trust</b> |                        |
| Approved by:  | The Vine Schools Trust |
| Signature:  | Chairman               |
| Date:   |                        |

|   |                                  |
|---|----------------------------------|
| <b>Colne Engaine Primary School</b>                   |                                  |
| Approved by:  | Local Governing Body/Local Board |
| Signed<br>(Chair of Local Governing Body/Local Board) |                                  |
| Date:   |                                  |

|                   |                 |
|-------------------|-----------------|
| Policy Reference: | F011            |
| Version No:       | V1.1 – May 2018 |
| Next review date: | Summer 2021     |

- 2018 Changes/Amendments
- Minor formatting changes.

# Our Vision and Values



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## 1. Principles

- 1.1 The position of the Diocese of Chelmsford Vine Schools Trust is clear, that no child's education should be in anyway compromised by the ability of their parents or carers to pay.
- 1.2 In some cases Pupil Premium may be used to support those pupils who are at risk of a disadvantage experience due their financial circumstance.

## 2. Policy

- 2.1 The Academy Local Board/Local Governing Body (The Vine Trust Board) is required by law to publish a policy on charging for academy activities. The Education Act 1996 establishes the basic principle that the education provided by any maintained school/academy for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school/academy admission charge and no charge for any related activity which takes place during school/academy time. Exceptions to this general statement are as follows.
- 2.1.1 Individual tuition in playing a musical instrument may be charged for provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
- 2.1.2 Where parents have indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- 2.1.3 For all residential visits deemed to be within academy hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made, except for families in receipt of family credit or income support.
- 2.1.4 Optional visits or activities occurring outside of academy hours may be charged for in full.
- 2.1.5 Within the Education Act it is possible for schools/academies to ask for voluntary contributions from parents. The Board of Directors of the Trust has therefore approved the following:
- 2.1.5.1 Voluntary contributions can be invited from parents towards the cost of the academy activities which are related to the life and work of the academy. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest.
- 2.1.5.2 Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher who will treat any such approach in strictest confidence.
- 2.1.5.3 Academy visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the academy curriculum.

- 2.1.5.4 If insufficient voluntary contributions are received and the trip is considered by the Headteacher to not be financially viable then it will be cancelled and any monies received will be returned.
- 2.2 Within the academy's home-school agreement compulsory charges may be made by the academy for:
- 2.2.1 Replacement of broken windows or fittings, defaced or damaged text books or any other damage or loss occurring as a result of pupils' bad behaviour. The academy is empowered to recover this loss and resultant costs as a civil debt.
- 2.2.2 Unpaid charges legally recoverable will also be recouped, together with resultant costs, as a civil debt.
- 2.3 Children whose parents are in receipt of certain 'support' payment may be eligible for further remissions. Please contact the Headteacher for information.

### **3. Review**

- 3.1 This policy will be reviewed every three years.
- 3.2 Next Review Summer 2021.