



Federation of Abbey Schools

Charging and Remissions

<i>Date of Issue: Jan 2024</i>
<i>To be Reviewed: Feb 2025</i>

Introduction

The education provided at The Federation of Abbey Schools during school hours is free of charge however, on some occasions, a voluntary contribution towards the cost of an activity may be requested by the School. Parents are free to decide whether or not to contribute.

This policy sets out the principles within which the school will operate charges and remissions.

Objectives

The objectives of this policy are to:-

- a) Make clear what will be provided without charge and what will be offered subject to a charge being made.
- b) To clarify what is meant by any voluntary contribution.

Charges

- a) No charge will be made for admitting pupils to school. All education during school hours is free. There will be no charge for an activity undertaken as part of the National Curriculum.
- b) No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the curriculum.
- c) Transport or admission costs for swimming lessons during school hours will be met by the school.
- d) The school may request voluntary contributions towards the cost of some activities planned during school hours, usually an educational visit. The Federation of Abbey Schools Academy recognises the benefits of educational visits.
- e) If parents are asked to make a voluntary contribution towards the cost of an activity during school hours, to school equipment or to the school fund, the contribution will be genuinely voluntary. Pupils or parents who are unable or unwilling to contribute will not be discriminated against.
- f) When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it will be cancelled.
- g) On residential trips the charge will be for the cost of board and lodging at the actual cost of the provision.
- h) Where music tuition or singing tuition is not an essential part of the national curriculum a charge may be made.
- i) Should after school sporting clubs take place, a charge may be made to cover the cost of the coach.
- j) The School may levy a charge for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an Ofsted Report.
- k) A charge of £10 will be applied when responding to a Subject Access Request.
- l) A maximum charge of £450 will be applied for responding to a Freedom of Information request. Under Regulation 4 of the Freedom of Information and Data Protection

(Appropriate Limit and Fees) Regulations 2004, the “appropriate limit” is set at £450. This is calculated on a standard rate of £25 per hour. Based on the standard hourly rate of £25, the maximum amount of staff time spent finding, retrieving, collating and editing before exceeding the £450 cost limit is 18 hours.

- m) Parents/Carers may, from time to time, be invited to make a contribution to the School Fund. This fund will be used to acquire educational resources, to fund educational/residential trips and fixed assets that could not otherwise be covered by the School’s main budget. An appeal may be launched by the Board of Trustees in order to help finance a particular project with all correspondence clearly stating that contributions are wholly voluntary.
- n) A charge will be made for any wilful damage to school property, equipment or furniture.
- o) The Federation of Abbey Schools has preferred school uniform suppliers who provide quality uniforms at affordable prices. The price of uniform is recharged at cost.
- p) Parents/carers whose child takes a school lunch must pay the relevant cost of the school meal, this is currently £2.35. Pupils may be eligible for free schools meals. Application forms are available from the school office.

Remissions

- q) Parents/carers may apply to the School for remission of charges in part towards the charges for activities. To qualify the household income must be less than £14,800 or a pupil is eligible for free school meals.
- r) If a charge is every levied on an educational visit support will be provided with 90% of the cost of the trip support up to a maximum of £150 per trip.
- s) To apply for this support evidence must be provided to the School office confirming household income.
- t) No remissions will be applied to the cost of responding to Subject Access Requests, Freedom of Information requests or recovery of charges relating to wilful damage.