



MEADOWDALE ACADEMY

Last review date:	<i>1st Sept 2018</i>	Signed: <i>Joy Finn</i> Mrs Joy Finn Head teacher) <i>Derek Alcraft</i> Mr Derek Alcraft (CHAIR OF TRUSTEES)
Next review date:	<i>1st Sept 2019</i>	Signed: <i>Joy Finn</i> Mrs Joy Finn (Head teacher) <i>Derek Alcraft</i> Mr Derek Alcraft (CHAIR OF TRUSTEES)

MEADOWDALE ACADEMY Charging and Remissions Policy 2018-2019

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996.

School Trips

- Day Trips. No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

Residential trips

- Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied up to the full cost of the trip including contingency and school administrative costs.
- School trips are funded through parents paying online via School Gateway system. If a pupil's parent do not use the School Gateway system then it is possible to send a cheque or cash into the Finance Office.

Materials & Textbooks

Next review date: 1st September 2019

- Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

- The school levies charges in respect of individual music tuition , 25% discount is available for siblings and those families who are entitled to free school meals can have their music tuition subsidised by the Academy.

Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip which may include specific costs in relation to pupils with special needs. Pupils will not be treated differently according to whether or not their parents

have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.

Other charges

- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

Remissions Policy

- The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Catering

The Academy has an in house catering manager.. The Academy prefers that Inch money is paid online via the School Gateway.

- School Gateway is a Company which facilitates an online system that enables parents to pay money into an account via their individual username and password. The system is secure and administered by School Gateway. The payments are received into the school bank account and recorded against the pupil account. Meals are then purchased through a biometric finger print system and the meal cost deducted from the pupils account.
- Pupils are still able to pay for their lunches with cash or cheques and there are various “post” boxes around the school where pupils are able to deposit their envelopes. This money is added to the individual pupil’s account by the Catering Manager.
- The pupils pay for meals via a biometric finger print system irrespective of account top up facility used.
- Pupils who receive free school meals have their accounts topped up by the Catering Manager.

School Uniform

- School uniforms are purchased by parents on line through Tots to Teams, the school does not receive commission on sales of uniform.

