



Charging and Remissions Policy
Implementation: September 2013

1. Purpose

We believe that all our pupils should have an equal opportunity to benefit from Academy activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

2. What was consulted?

The policy has been informed by *A Guide to the Law for School Governors* and the DfE "*Charging for School Activities*" (May 2012).

3. Roles and responsibilities of Principal, other staff, Academy Councillors

The Principal, staff and Academy Councillors will ensure that the following applies:

3.1. No charges will be made for

- National Curriculum education provided during Academy hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside Academy 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 the Academy's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) **if** the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy
- Education provided on any trip that takes place outside Academy 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 Academy, or part of the Academy's basic curriculum for religious education
- A Voluntary contribution may however be requested to help towards the cost of travel and/or other expenses associated with the event or trip.
- Entry for a prescribed public exam, if the pupil has been prepared for it at the school

3.2. Activities for which charges may be made

- Activities outside school hours. Non-residential activities (other than those listed in 1 above) which take place outside Academy hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities. Costs for example board and lodging, of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.
- Dinner money will be requested to be paid on Monday each week in advance. Parents who over a three day period have failed to provide their child's dinner money will be contacted and requested to provide a packed lunch as this helps prevent parents getting into greater debt.
The number of pupils who are entitled to Free School Meals is an important factor that influences school funding and parents are encouraged to take up this entitlement. If parents are entitled to Free School Meals the Academy needs confirmation from the Local Authority beforehand.
- Wilful damage to Academy property/ equipment

- The cost to the Academy of cheques returned 'uncleared' from the bank.
- Academy Photographs. Each year a photographer will attend the school; Parents will be sent proofs of the photographs of their child and can purchase them if they wish. There is no compulsion to buy.
- Breakfast Club/After School clubs; where these facilities are available there will be a charge for these services.

3.3. Activities for which a voluntary contribution may be made

- Theatre Company Visits to the school
- Swimming instruction and travelling expenses to the pool.
- Early morning sports clubs where a fee is payable to a Sports Coach company running the group.
- Cost of day trips other than in 1. above
- Individual or group music tuition
- Live Musicians
- Cycling proficiency

Parents will be canvassed about their willingness to pay a voluntary contribution towards the costs of admission, travel or a visiting teacher/expert. This charge will be determined by the number of pupils in the year group and the total cost divided equally between each child. The school has the right to cancel an activity or visit out of school if insufficient voluntary contributions are made.

3.4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Academy Councillors have agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. Families who need assistance with charges will first speak to the Principal. Any discussions or decisions made will be confidential. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

Parents in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income, assessed by the Inland Revenue, does not exceed £16,190 (Jan 11)
The guaranteed element of State Pension Credit

4. Additional considerations

The Academy Councillors recognise their responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

5. Refunds

If the school has over charged or there are any amendments to the cost of a trip/event, the school will reimburse parents as long as the sum is greater than £3.00 per pupil.

6. Arrangements for monitoring and evaluation

The Academy Councillors will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the Academy’s extended services on those pupils most in need of additional support.