

## **CHARGING AND REMISSIONS POLICY**

### **INTRODUCTION**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupil's education. We aim to promote and provide such activities as part of a broad and balance curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This 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.

### **ROLES AND RESPONSIBILITIES OF THE PRINCIPALS, TRUSTEES AND STAFF**

The Principals, Trustees and Staff will ensure that the following applies:

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Tuition for pupils learning to play musical instruments or singing if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Transport provided in connection with an educational trip (eg swimming).

### **ACTIVITIES FOR WHICH CHARGES MAY BE MADE**

#### **Activities outside school hours**

- Non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of the time spent on that activities takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

#### **Residential activities**

- Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits may not be charged for board and lodging costs.
- All residential trips deemed to take place outside school time (other than for those activities listed above).

### **Music Tuition**

- Music tuition for individuals or group of pupils.

### **Damage and Loss Charges**

- A charge will be made for any loss or damage to school property caused deliberately by a child.

### **Activities provided by Academy PTA Committees**

- A charge may be made for additional activities organised by the School PTA Committees during school hours and for fundraising events taking place outside school hours.

### **Extra Curricular Activities**

- Some sporting or other activities provided by school staff before school, during lunch break or after school are provided without charge to parents. Other activities are provided by external coaches and a charge is made for these clubs to cover the cost of the specialist coaching.

### **FAMILIES QUALIFYING FOR REMISSION OR HELP WITH CHARGES**

In order to remove financial barriers from disadvantaged pupils, the Board of Trustees has agreed that some activities and visits, where charges can legally be made, will be offered, at no charge or a reduced charge to parents/carers in particular circumstances.

Parents/carers will be expected to provide up to date paperwork to evidence the above.

### **VOLUNTARY CONTRIBUTIONS**

The Board of Trustees delegates responsibility to the Academy Principals to ask voluntary contributions for the benefit of the academy or any academy activity. The Principals should:

- make it clear to parents at the outset that the activity cannot be funded without voluntary contributions;
- make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay;
- make parents/carers aware that if insufficient voluntary contributions are raised to fund a visit, or the academy cannot fund it from some other source, then the trip must be cancelled.

### **REFUNDS**

Should circumstances arise which means that a pupil is unable to take part in a trip/activity, the parent/carer can apply for a refund via the refund form, available from the office.

Each case will be considered on an individual basis, taking into account the reasons and evidence provided when requesting the refund.

### **ARRANGEMENTS FOR MONITORING AND EVALUATION**

The Finance and Risk Committee of the Board of Trustees will monitor the impact on a balanced educational benefit against budget by receiving a yearly financial report in the Autumn Term from each Academy Council 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 school's extended services on those children most in need of additional support.

SIGNED: \_\_\_\_\_  
(Executive Principal)

DATE: 20.9.17

SIGNED: \_\_\_\_\_  
(Chair of Trustees)

DATE: 20.9.17

**REVIEW DATE:** September 2020 (3 year cycle)