

Charging & Remissions Policy

1 Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with s457 of the Education Act, 1996. All education during Academy hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a voluntary contribution is requested.

2 Voluntary contributions

When organising Academy trips or visits which enrich the curriculum and educational experience of the children, the Academy will request or invite parents to make a contribution towards the cost of the trip. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled. If a trip goes ahead, it may include children whose parents are unwilling or unable to make a voluntary contribution. We do not treat these children differently from any others. Sometimes the Academy pays additional costs in order to support the visit, but this is not always possible. Parents have a right to know how each trip is funded. The Academy provides this information on request.

The following is a list of additional activities organised by the Academy, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

3. Residential Trips

If the Academy organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we ask for voluntary contributions to cover the full cost of the visit. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy)

4 Music tuition

All children study music as part of the normal Academy curriculum. Children who have peripatetic lessons pay directly to Peripatetic teacher. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy)

5 Swimming

The Academy organises swimming lessons. These take place in Academy time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

6 Activities Outside Academy Hours

No charge is made for activities that are outside of Academy hours and are part of the curriculum. However, we may ask for a contribution towards materials.

For all other activities outside of Academy hours, a charge up to the cost of the activity may be levied.

7 Design Technology

If the children are using materials for design, technology, art, science or other similar activities then we may ask parents for a contribution to the cost of the materials if those materials will be taken home.

8 Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of Academy books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

9 Lettings

The Academy will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the school, e.g. FORS, the charge will be based on the site staff overtime costs should they occur or be exempt if the governors so determine. (See Lettings Policy.)

10 Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services such as photocopying, etc. To charge 50p per pupil for a contribution to the trips and visits insurance policy on their first trip out in the new academic year. To charge 10p per pupil for Parent pay bank charges

11 Remissions Policy

The Headteacher will consider any requests for financial support from parents who can show that they are in receipt of any of the following:

- Disability Allowance
- Working Family Tax Credit
- Income support

Policy prepared: September 2014

Approved as part of document approval: October 2014