



# Charging and Remissions Policy

## *An Academy*

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. We do not charge for any activity undertaken as part of the National Curriculum plus religious education with the exception of individual or group music tuition.

This policy has been informed by A Guide to the Law for School Governors.

### **Voluntary Contributions**

When organising school trips or visitors that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip or visit (if costs are incurred).

These charges will be based on the actual costs incurred, divided by the number of pupils participating. There will be no levy on those who can pay to support those who can't.

All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip or visit. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Parents who are in receipt of the following are encouraged to speak with the school in order to establish if any help can be given in order to assist with contributions:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
- National Asylum Seekers Support
- Guarantee Element of the State Pension Credit
- Employment and Support Allowance
- Universal Credit (Income Related)

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Support for cases of hardship will come through voluntary contributions and fundraising.

Sometimes the school pays all or part of the costs in order to support the visit.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which incur transport expenses
- outdoor adventure activities;
- visits to the theatre;

- travel to school trips for geography, science or environmental education;
- musical events:
- visit from outside agencies

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Residential Visits**

When the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging, indirect links to NC and travel expenses. Any parent who may require assistance with regards to payment through hardship is requested to speak with the Head Teacher in confidence.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. Where a peripatetic music teacher teaches an individual or small group, we make a charge for these lessons. We provide parents with information about additional music tuition during each academic year.

### **Swimming**

The school organises swimming lessons for all children currently in Key Stage 2. These take place in school time and are part of the National Curriculum. The school currently pays for the pool and travel expenses. We inform parents when these lessons are to take place.

### **Cooking Ingredients & Materials for Technology Lessons**

The school may request a voluntary contribution to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

### **Extra-Curricular Activities**

The school offers lunchtime and after school activities run and organised by staff. There is usually no charge but the school may request a voluntary contribution to cover the costs of materials/ingredients for certain clubs, where parents have indicated in advance that they would like their child to bring home the finished product.

### **Freedom of Information Act**

Where a request is made for information held by the school under the Freedom of Information Act, the school will charge an hourly rate that reflects the actual cost of compiling the information and photocopying costs. The school will inform the person requesting the information what the likely cost will be before preparing the information.