



Charging and Remissions Policy

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**Policy Reviewed and Adopted by
Governing Body:**

Date of Next Review: 1st October 2020

Responsible Officer: Business Manager: R Foxton

Introduction

The academy has policies in place to ensure that the academy maintains and develops systems of financial control that conform to the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of the academy but also ensure that our full community has access to services provided.

Purpose of this policy

The aim of this policy is to set out the circumstances under which the school will;

- levy a charge to Parents/Carers,
- grant a remission of normal charges, and
- ask for voluntary contributions.

Linked Documentation

This policy should be read in conjunction with the following documents:

- Financial Procedures
- Debt Management Policy
- Lettings Policy
- Whistleblowing policy

Roles and responsibilities

Principal

The Principal will maintain this policy on an annual basis.

Chair of Governors

It is the Responsibility of the Chair of Governors to ensure that the policy is followed.

Definitions

Remission: the relinquishment of a payment

Related Procedures

At Hawes Side Academy 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 individual or group music tuition.

Voluntary contributions

When organising academy trips, visits or events that are needed to deliver the curriculum, the Academy will invite parents to contribute to the cost of the trip. All contributions are voluntary however, if we do not receive sufficient voluntary contributions, we may cancel a trip. 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.

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

- visits to museums theatres, castles etc...
- sporting activities which require transport expenses;
- outdoor adventure activities
- academy trips abroad;
- musical events.

Educational Activities (including residential trips)

If the Academy organises a trip or residential visit, which is to enhance the education of the pupils but is not a trip needed to deliver the curriculum, we do make a charge for these visits. For trips of this category payment is needed in order attend. This is in order to cover the costs of entry, transport, board, lodging and additional activities. Financial support may be available for eligible families if requested for these types of trips.

Music tuition

All children study music as part of the normal academy curriculum. We do not charge for this. The academy may also provide an opportunity for individual music tuition via peripatetic music teachers who teach individual or small group lessons. There will be a charge for this type of lesson. We will provide parents with information about additional music tuition at the start of each academic year.

Swimming

The Academy organises swimming lessons for all children in Key Stage 2 (currently Y5). These take place in Academy time and are part of the National Curriculum. We make no charge for 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.

Extra Curricular

Extra-curricular activities that are organised by a qualified coach/outside agencies and run in addition to academy provision may be charged for. Payment may be made directly between the provider and the parent or via the Academy Parent Pay system where applicable.

Academy Transport to Sporting Activities

We normally do not charge children if they are transported in the minibus to an extra-curricular activity.

Postage

Duplicates of school reports and other not readily available documents will be sent to those legally bound to receive them. The Academy welcomes voluntary donations to cover the cost of postage to facilitate this but this is not a requirement. The sending of such documents electronically is encouraged and this option will be made available.

Out of School Club

The Academy runs a Breakfast and an After School Club. A Holiday club is run by an outside provider for which charges are paid directly to the provider.

The fees for the academy run Breakfast and After School Club are published to users annually. Users of the club will be required to sign a user agreement and pay fees in advance for services using Parent Pay.

Holiday Learning

The Academy, on occasion runs booster sessions for key stage 2 SATS Literacy and Numeracy lessons for selected pupils. There is no charge for these lessons.

Remissions

In certain cases charges for 'chargeable activities' as listed above may be fully or partly remitted. Parents and carers of children in receipt of free school meals may be eligible for full or part remission of certain charges, this is with the exception of Out of School Club which shall be chargeable at all times.

Remissions for pupils who are looked after the local authority will be applied automatically.

It is requested that Parents and carers contact the academy to request any remission of charges. Remissions granted are entirely at the discretion of the Principal.

The academy will keep a record of all remissions allowed in each academy year.

Monitoring and Review

This policy will be monitored annually to ensure appropriate organisation and arrangements are in place to control financial risk.

This will be undertaken through internal quality assurance processes by the senior team, the Governing body and/or an external audit team to support the academy and provide feedback to ensure that effective organisation and arrangements are in place.

Appendices

N/A