



# Park Community Academy Charging & Remissions Policy



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Lead/Finance Lead

## **CONTENTS**

- 1. RATIONALE**
- 2. CONTEXT**
- 3. AIMS**
- 4. CHARGES**
- 5. EXAMINATIONS**
- 6. REMISSIONS**
- 7. VOLUNTARY CONTRIBUTIONS**
- 8. GENERAL**

## 1. **Rationale:**

Park Community Academy recognise the valuable contribution that the wide ranges of additional activities, including trips, clubs and residential experiences can make towards pupils' education at those Academies to which this Charging and Remissions Policy applies. The Local Governing Body of PCA aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils as additional optional activities.

## 2. **Context**

The law states that education provided during Academy hours must be free of charge. This definition includes materials, equipment and transport (including public transport, where necessary, to work placements or other offsite education provision) provided in Academy hours by each Academy. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

## 3. **Aims**

- to make Academy activities accessible to pupils regardless of family income.
- to provide a process which allows activities to take place at a minimum cost to parents/carers, pupils and which acknowledges the cost of such activities.

## 4. **Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organized by their Academy:

### - ***residential activities taking place largely during Academy hours.***

The full cost is to be paid for board and lodging. Parents/carers have the right to claim free activities if they are in receipt of the following state benefits:

Income Support

Income based job seekers allowance

Support under Section VI of the Immigration and Asylum Act 1996

Working Tax Credit and an annual income that does not exceed the published Inland Revenue threshold.

### - ***Activites outside Academy hours.***

The full cost to be paid for all approved activities deemed to be optional extras that are not a necessary part of each Academy's curriculum.

### - ***Individual Instrumental Tuition***

The full cost to be paid for providing any instrumental tuition that is not an essential part of each Academy's curriculum or examination syllabus.

## 5. **Examinations**

There will be no charge to parents/carers for entry to external examinations, unless they wish to alter the Academy's recommendations. Entry fees may be claimed from parents/carers of pupils who fail to complete examination

requirements.

Examination re-sits:

Where an Academy judges it to be beneficial to the educational progress of pupils to re-sit examinations, the academy will fund the entry fees. In cases where pupils are entered to re-sit examinations at the request of parents/carers, despite the Academy's view that the re-sit will not be beneficial, parents/carers will fund the entry fees.

## **6. Remissions**

There will be no obligation for any parent to make a voluntary contribution towards the cost of Academy activities. Pupils will not be treated differently whether or not their parents/carers have made a contribution. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship.

When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorization for such remission.

## **7. Voluntary Contributions**

Voluntary contributions may be requested from parents/carers to cover the cost of the activities such as:

- ingredients or other materials, required for use in the curriculum, which will be taken home when work with them has been completed.
- entrance fees to places visited as part of the curriculum, and any associated travel costs.
- Additional clothing required for specific curriculum activities.

## **8. General**

The Local Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in Academy time.

Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.