



# Charges & Remission Policy

<b>Staff Responsible:</b>	<b>Mrs J Henderson</b>
<b>Date of Issue:</b>	October 2021
<b>Review Date:</b>	November 2022

## **1 Introduction**

- 1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

## **2 Voluntary contributions**

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents, and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution, or whose contribution has been met from earmarked sources of funding (e.g., Pupil Premium or LAC grants). We do not treat these children differently from any others.
- 2.2 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 allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request, although personal details are never shared with third parties.
- 2.3 The following is a list of additional activities, organised by the school, which depend on contributions from parents and carers. This list is not exhaustive:
- visits to museums.
  - sporting activities.
  - outdoor adventure activities.
  - visits to or by a theatre company.
  - musical events

## **3 Residential visits**

- 3.1 If the school organises a residential visit in school time, or mainly in school time, this constitutes an 'optional extra' and as such incurs a charge. Participation will be based on parental choice and a willingness to meet the charge. Parental agreement is therefore a necessary pre-requisite for any child attending a residential. If the Academy cannot raise sufficient funding to make the trip viable, the visit will be cancelled.

## **4 Music tuition**

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We give parents and carers information about additional music tuition at the start of each academic year. Each year the Academy will award a scholarship to those pupils who demonstrate musical potential. These will be

funded by the Academy.

## **5 Swimming**

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **6 After school Clubs (e.g., football)**

6.1 The school offers clubs after school. Where a qualified specialist is brought in (e.g., an FA coach), and who is not a member of the school staff, a small charge is made for these sessions.

## **7 School minibus**

7.1 We normally ask for a donation from each child on a termly or annual basis for events and trips that are transported in the minibus. However, we use these donations purely to cover the minibus expenses, and not to cover the cost of providing transport to events that are part of the required curriculum, nor to make a profit.

## **8 Charges**

8.1 The scale of charges is as follows: -

- Classroom or equivalent sized room      £10 per hour
- ICT or other high electrical usage room      £12 - £15 per hour depending on the number of users
- Hall      £15 per hour
- Field plus changing rooms      £15 per hour
- Field only (no access to school buildings) £5 per hour

8.2 Additional charges may apply if extra staffing is needed to open/close the site or if additional cleaning is required. Costs will be discussed at the point of booking.

8.3 Charges may be reduced at the discretion of the Head teacher in order to secure bookings or retain custom, on condition that other full rate paying users are not available, and providing the Academy is not running at a loss (e.g., by having to pay staff to open/close).

## **9 Monitoring and review**

9.1 This policy is monitored by the Board of Trustees, and will be reviewed every year, or earlier if necessary.