Charges & Remissions Policy

Staff Responsible:	**Mrs A Sheridan**
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1. Legislative Framework

1.1 This policy has been developed in accordance with the provisions of the Education Act 1996 and relevant Department for Education guidance relating to charging for school activities.

1.2 The Academy is committed to ensuring that all pupils have equal access to educational opportunities regardless of financial circumstances.

1.3 The Academy aims to provide a broad and balanced curriculum for all pupils and recognises the valuable contribution that activities, visits and experiences outside the classroom make to pupils' education.

2. Introduction

2.1 All the education we provide during normal school hours is at no charge to pupils.

2.2 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.

3. Voluntary Contributions

3.1 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.

3.2 If we do not receive sufficient voluntary contributions, we may cancel a trip.

3.3 If a trip goes ahead, it may include children whose parents or carers have not paid any contribution, or whose participation has been supported through additional funding sources such as Pupil Premium or Looked After Child funding.

3.4 We do not treat these children differently from any others.

3.5 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.

3.6 Sometimes the school pays additional costs in order to support the visit.

3.7 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.

3.8 The following is a list of additional activities organised by the school which may 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.

4. Remissions

4.1 The Academy recognises that some families may experience financial hardship and is committed to ensuring that no child is disadvantaged because of an inability to pay.

4.2 The Academy may, at its discretion, remit all or part of the cost of activities for individual pupils where payment would cause financial hardship.

4.3 Requests for financial assistance should be made directly to the Headteacher and will be treated confidentially.

4.4 Sources of funding that may be used to support pupils include, but are not limited to:

- Pupil Premium funding.
- Looked After Child funding.
- Charitable grants.
- Other funds available to the Academy.

4.5 Any remission of charges will be considered on a case-by-case basis.

5. Residential Visits

5.1 Where a residential visit takes place largely during school hours and forms part of the curriculum, the Academy will not charge for the educational activities provided.

5.2 Charges may be made for board and lodging costs associated with residential visits, except where these costs are remitted by the Academy.

5.3 Where a visit falls wholly or mainly outside school hours and is not required as part of the curriculum, the activity may be treated as an optional extra and a charge may be made.

5.4 Participation in residential visits is based upon parental choice and willingness to meet any charge that may apply.

5.5 If insufficient voluntary contributions or funding are received to make the visit viable, the Academy reserves the right to cancel the visit.

6. Music Tuition

6.1 All children study music as part of the normal school curriculum. We do not charge for this.

6.2 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.

6.3 These individual or small-group lessons are taught by peripatetic music teachers, or Rocksteady tutors.

6.4 We provide parents and carers with information about additional music tuition at the start of each academic year.

6.5 Each year the Academy may award scholarships to pupils who demonstrate musical potential. These scholarships will be funded by the Academy.

7. Swimming

7.1 The school organises swimming lessons for all children in Key Stage 2.

7.2 These lessons take place in school time and form part of the National Curriculum.

7.3 We make no charge for this activity.

7.4 Parents and carers will be informed when these lessons are to take place and written consent will be obtained for their child to participate.

8. Materials, Ingredients and Equipment

8.1 The Academy may charge for, or request a voluntary contribution towards, the cost of materials, ingredients or equipment where parents or carers have indicated in advance that they wish to own the finished product.

9. After School Clubs

9.1 The Academy offers a range of extra-curricular activities and clubs.

9.2 Where a qualified specialist, coach or instructor is brought in and is not a member of the Academy staff, a charge may be made to cover the cost of the provision.

9.3 Any charge will be communicated to parents and carers in advance and will not exceed the actual cost of providing the activity.

10. School Minibus

10.1 The Academy may seek voluntary contributions towards the running costs of the school minibuses, including fuel, maintenance and insurance.

10.2 Any contributions requested will remain voluntary.

10.3 No pupil will be excluded from an activity because a contribution has not been made.

10.4 The Academy will not make a profit from any voluntary contributions received.

11. Charges for Hiring the School Premises

11.1 The scale of charges for the hire of Academy premises is detailed within the Lettings Policy.

12. Equality and Inclusion

12.1 The Academy aims to ensure that all pupils have access to educational opportunities irrespective of financial circumstances.

12.2 Decisions relating to charging and remissions will be made fairly, consistently and in accordance with the Academy's Equality Objectives and responsibilities under the Equality Act 2010.

12.3 No pupil will be treated differently or disadvantaged because of an inability to contribute financially towards an activity.

13. Monitoring and Review

13.1 The Business Committee is responsible for approving this policy.

13.2 The Headteacher is responsible for ensuring the day-to-day implementation of the policy.

13.3 This policy will be reviewed annually, or sooner if required due to changes in legislation, guidance or Academy procedures.

13.4 The policy will be monitored by the Business Committee to ensure compliance and effectiveness.