



Chargings & Remissions Policy

1. Introduction

The purpose of this policy is to ensure that there is clarity about the items which the academy will provide free of charge and the items for which there may be a charge. The writing of this policy has been informed by LA policy and DfE guidance.

2. Definition

The academy day is defined as: 8:50am to 12.00pm, 1.00 pm to 3:20pm. The midday break does not form part of the school day.

3. Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply this policy.

The Governors have agreed this policy which will be reviewed annually.

4. Policy statement

During the academy day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials and equipment to support the activity. It does, however, exclude charges made for teaching an individual pupil or groups of pupils to play a musical instrument (see also section 9 below).

As a general rule, unless the teaching is an essential part of either the National Curriculum, a public examination syllabus being followed by the pupil(s), or part of Religious Education we will make a charge.

Participation in any **optional extra activity** is on the basis of parental choice and willingness to meet any associated charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional charge where charges will be made.

Voluntary contributions will be sought for activities during the academy day which entail additional costs, for example field trips. In these circumstances no pupil will be prevented from participating because their parents cannot or will not make a contribution [If insufficient funds are available it may be necessary to curtail or cancel activities.]

From time to time we may invite a non-school based organisation such as *Rainbow Theatre* to arrange an activity during the academy day. The academy may pass on a proportion or all of the costs of such events to parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

5. Optional activities outside of the academy day

We may charge for optional, extra activities provided outside of the academy day, for example *Gymnastics Club*. Such activities are not part of the National Curriculum

or Religious Education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

6. Residential Visits

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits (see section 9. below).

The Headteacher will inform parents in receipt of the benefits listed in section 9. below that there is support available to them when asked for contributions towards the cost of school visits.

Other charges will be made to cover the actual costs of any activities, as appropriate. In such cases parents are invited to ask if they wish to know how the charges were calculated.

7. Calculating charges

When charges are made for any activity, whether during or outside of the academy day, they will be based on the actual costs incurred divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions, fund-raising and Pupil Premium.

Parents who would qualify for support are those who are in receipt of eligible benefits (see section 10. below).

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

8. Music tuition

Charges will be made unless the teaching of music is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrument and Vocal Tuition Programme.

9. Pupil Premium

Where children are eligible for pupil premium (see below) the academy will subsidise residential and 2 educational trips by 50%, pay for one club a term and pay for music tuition instrument hire. In order to be eligible parent(s) should be in receipt of one of the following:

- Equal Based Jobseeker's Allowance / Employment and Support Allowance
- Income Support (IS)
- Income based Jobseeker's Allowance (IBJSA)
- Income related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

N.B. *If you receive WORKING TAX CREDIT you do not qualify even if you receive child tax credit and your income is below £16,190*

- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit

Reviewed January 2017

Due for review January 2019