



**White Hall**  
Academy

# Charging and Remissions Policy

7.7.16

## CHARGING AND REMISSIONS POLICY

### Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### Charges cannot be made for .....

The Governing Body of the School recognise that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip

### **Charges may be made for .....**

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;

Travel

Materials and equipment

Non-teaching staff costs

Entrance fees

Insurance costs

- Vocal and musical instrument tuition
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property

### **Remission**

In order to remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a subsidised charge at the discretion of the Headteacher. This remissions policy sets out the circumstances in which charges will be waived.

Criteria for remission is based on those that qualify, and have registered as such with the school, for the Pupil Premium.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following;

- Pupil's travel costs
- Entrance fees to museums, castles, theatres etc
- Insurance costs
- Educators/artists fees

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents;

- That the contribution is genuinely voluntary and a parent is under no obligation to pay
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

### **Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip

Date of Policy approval

Date of Policy review

Policy approved (Chairperson)

Signed:  .....