

WEST PARK ACADEMY

Charging and Remissions Policy



Reviewed: 28th June 2018

1 Introduction

This policy is intended to enable all children at West Park Academy to gain the greatest possible benefit from activities which are provided beyond the normal circumstances.

2 Purpose

To ensure that academies within West Park Academy engage in a full range of activities in a way that is consistent with legal requirements set out in the Education Act 1996.

3 Guidelines

3.1 Charging - Charged Items

No charges will be made for education during school hours, with the exception of:

- a) Residential Educational Visits - charges can be made for board and lodgings for a residential activity taking place largely during school time. Whilst legally this does not apply to parents who are in receipt of income support or family credit, they may be asked to make a voluntary contribution.
- b) Peripatetic Music Lessons – the cost of musical instrument tuition will be charged to parents.
- c) Reparation – charges or fines may be levied for damage to school property which includes breakage, defacing or loss where this is the result of a pupil's behaviour e.g. windows, books, etc.

Activities that take place outside of school hours: charges may be requested to cover the cost of activities that take place outside school hours.

Clothing: parents will be expected to provide suitable clothing for children for daily class work, for indoor and outdoor PE and protective clothing e.g. aprons for cooking, art and craft.

3.2 Charging – Voluntary Contributions

Parents may be asked to make voluntary contributions to cover the cost of particular activities such as:

- a) Visiting performers who levy a direct charge on the school (theatre, dance and music groups)
- b) School educational visits (the proportionate costs for an individual child to meet the costs for travel, materials and equipment, non-teaching staff costs, entrance fees, insurance costs, etc)
- c) An 'end product that may be taken home' e.g. cookery ingredients.

Requests for voluntary contributions will make it clear that:

- d) We rely on parental contributions to provide additional curricular activity
- e) No child will be excluded from an activity or treated differently if their parents are unable or unwilling to contribute towards the cost, but if parents do not contribute then we may not be able to offer the activity. The activity might not take place or may be cancelled if voluntary contributions are not made
- f) No parent will be asked to subsidise another child in any activity where contributions are requested.

The following clause will be inserted into all letters when requesting voluntary contributions: The cost of this (trip / activity) is £xx. This is a cost which cannot be met through schools funds and for which we need to ask you to pay. Whilst this is a voluntary contribution, we must make it clear that we can only run the activity if parents are prepared to make this contribution. If we do not receive sufficient contributions then the activity may be cancelled. In any case of financial difficulty, please speak to the Principal in strictest confidence.”

3.3 Remissions

Where parents of a pupil would like their child to participate in an additional or optional activity, for which a charge is being made or a voluntary contribution requested, and feel their financial circumstances are not sufficient to meet the cost of the activity, the Board of Trustees invite parents to discuss the matter in confidence with the Principal, with a view to setting up a payment plan or, in extreme circumstances, remitting all or part of the charge.

4 Monitoring and Review

The Charging and Remissions Policy shall be reviewed by the Board of Trustees/appropriate committee every two years, following any major procedural change or following any serious incident that demands retrospective action.