



Cabot
Learning
Federation



Haywood
Village Academy

**Charging and
Remissions Policy**

Academy Name: Haywood Village Academy

Implementation Date: September 2016

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change

Charging & Remissions Policy

1. Rationale

Our charging and remissions policy identifies the arrangements for charging and remitting money between parents/carers and the school in relation to educational opportunities.

2. Charges for school activities

- 2.1 The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the DfE. The law states that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.
- 2.2. It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without financial support, the school could not offer and maintain the quality and breadth of the educational programme provided for pupils. The school's aim is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.
- 2.3.1 The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.
- 2.4 The school reserves the right to cancel trips or funded in school enrichment opportunities if insufficient contributions are made.

3. Day visits

- 3.1 For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. For visits outside school time parents will be charged for all allowable costs*. Charges may be waived or reduced for children who are on the Pupil Premium Ever 6 list (entitled to free school meals on or before 15th January 2017), or whose parents apply to the Principal.
- 3.2. The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
 - Visits to museums and galleries;
 - Sporting activities which require transport expenses;
 - Outdoor adventure activities;
 - Visits to or by a theatre company;
 - Musical events;
 - Artists in residence;
 - Cooking ingredients
 - Life skills bus;
 - Visiting poets and authors

4. Residential visits during school time

- 4.1 The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings, which will be charged in full.
- 4.2 Charges may be waived or reduced for children who are included in the Pupil Premium Ever 6 list, or whose parents apply to the Principal.

5. Residential visits outside school time

5.1 Parents will be charged for the full cost of the visit, including all allowable costs* and board and lodging. Charges may be waived or reduced for children who are included in the Pupil Premium Ever 6 list or whose parents apply to the Principal.

5.2 * Allowable costs include:

- The pupil's travel and subsistence costs.
- Materials, books, instruments and other equipment.
- Support staff.
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity.
- Entrance fees to museums, castles, theatres, etc.
- Insurance costs.

6. Music Tuition

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

6.2 A charge will be made for an individual's cost of tuition provided during school hours to parents and a charge is made for the hire of the musical instruments used in individual (or small group) tuition.

6.3 Tuition costs may be waived or reduced for children who are included on the Pupil Premium Ever 6 list or whose parents apply to the Principal.

6.4 We give parents information about additional music tuition at the start of each academic year. Parents who repeatedly fail to pay for their child's peripatetic music tuition will be asked to settle their account or their child's tuition will be stopped and offered to another pupil on the waiting list.

6.5 Payment for tuition must be made in full before lessons can commence.

7. Extra-curricular activities

We aim to be inclusive and ensure that pupils can access extra-curricular activities but reserve the right to charge where necessary.

8. Swimming

8.1 The school organises swimming lessons for some of the children in Key Stage 2. These take place in school time.

8.2 We do ask for a voluntary contribution from parents to cover the cost of transport, instruction and pool entrance.

8.3 We inform parents when these lessons are to take place.

9. Loss of/Damage to school property

9.1 Parents/Carers may be asked to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour (this includes home reading books).

10. Policy Review:

10.1 This policy will be reviewed by March 2018